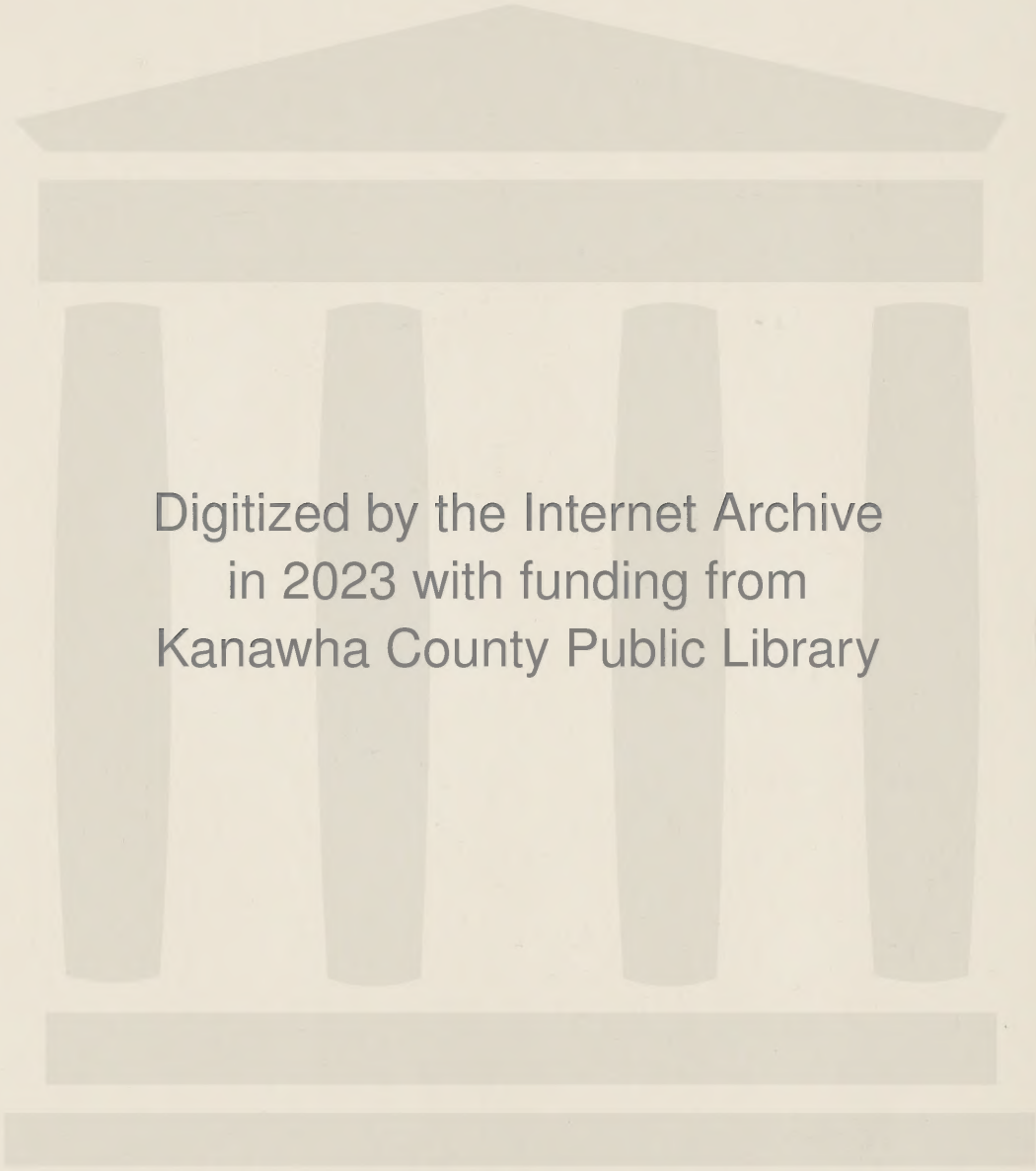
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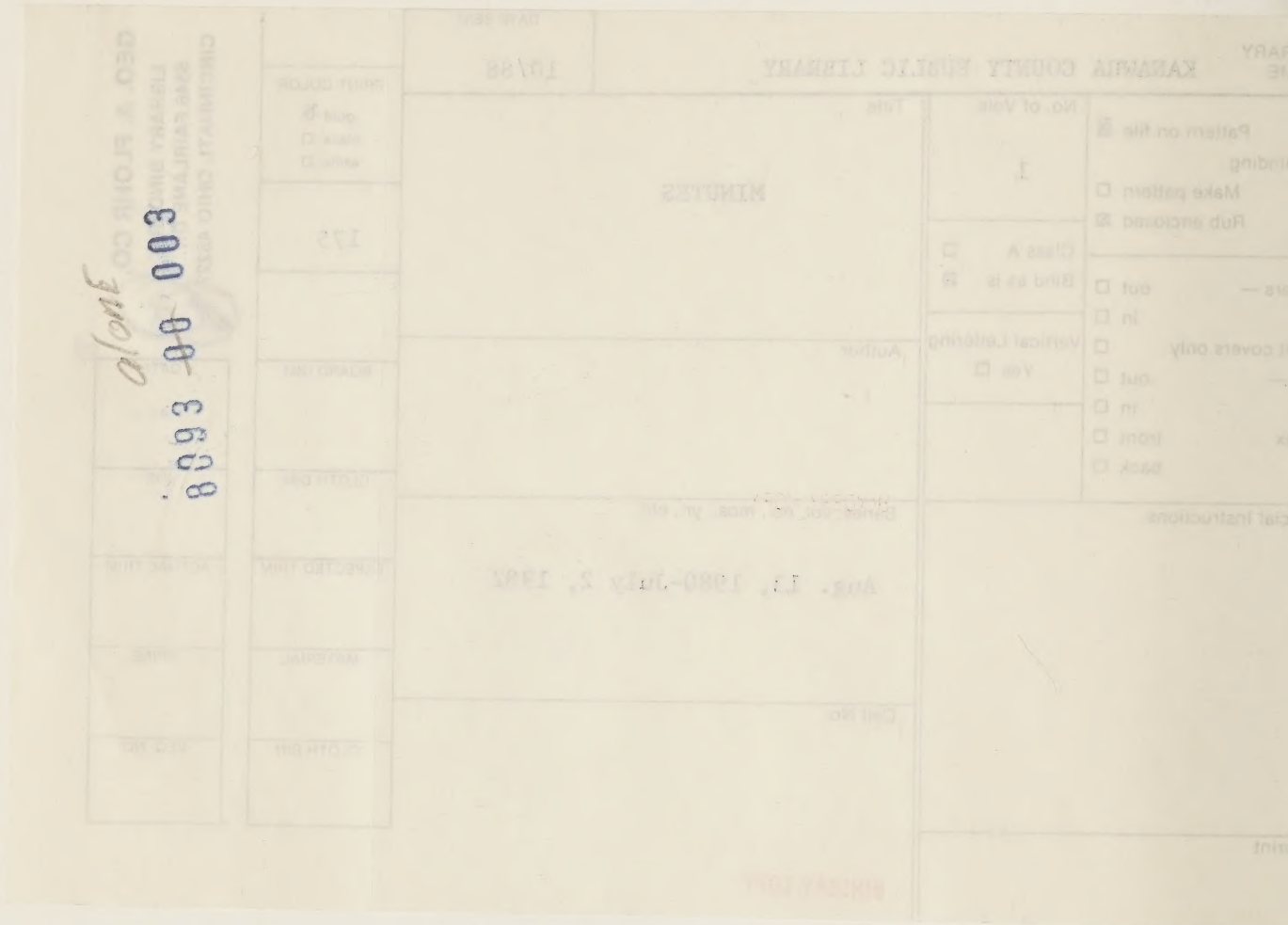
Minutes

August 13, 1980 - July 2, 1982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MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

AUGUST 13, 1980

The regular meeting of the Library Board of Directors of Kanawha County Public Library was held on August 13, 1980 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Springer
Mrs. Anderson
Dr. Bannerot
Mrs. Brown
Mr. Cheshire
Mrs. Glasser
Mr. Ray
Mr. Santrock
Dr. Wallace

Also present were Mr. Aubrey Brown, representing "Revolutionary Worker," a weekly newspaper published by the Revolutionary Communist Party; Mr. Nicholas Winowich, Library Director and Mr. Stern, Assistant Director.

Mr. Springer, President, presided. The Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the July 11, 1980 meeting were approved.

Use of The John V. Ray Room. Mr. Springer introduced Mr. Brown. Mr. Aubrey Brown, representing "Revolutionary Worker," a weekly newspaper published by the Revolutionary Communist Party, was present for the purpose of speaking to the Library Board in support of his earlier oral application for the use of The John V. Ray Room on August 22, 1980. Mr. Brown spoke to the aims of his organization and to the purposes and format of the proposed forum entitled, "Internationalism, War Preparation and the Draft," which

he described as a political meeting. Following questions and discussion, the meeting continued with Mr. Brown in attendance.

The President reported that a subcommittee, consisting of Mr. Kauffelt, Dr. Wallace and Mr. Springer, met on August 8, 1980 in the Library Board Room to consider Mr. Brown's oral request submitted on August 6, 1980 to Mr. Stern, the librarian in charge of receiving such requests. The subcommittee recommended that the application be denied on the basis that the proposed meeting was to be a "political meeting," which is excluded from The John V. Ray Room under the long standing rules and regulations for use of the room.

Following discussion, Mr. Cheshire moved that the Board define "political meetings" as used in the rules and regulations for the room, in a narrow sense, that is, meetings to promote the candidacy and/or election to public office rather than meetings to discuss broad political questions. The motion was seconded by Dr. Bannerot.

After further discussion, a substitute motion was offered by Mr. Cheshire, and accepted by Dr. Bannerot, to delete the words "political meetings" from the Rules and Regulations for Use of The John V. Ray Room in the following sentence:

> "The auditorium will not be available for commercial meetings, sectarian religious meetings, political meetings or meetings of groups organized for the benefit of private individuals."

Following discussion, Dr. Bannerot moved that the substitute motion be tabled, and the motion was seconded by Mr. Ray. Upon a vote being taken, the motion carried.

Mr. Cheshire then moved that the Board grant permission to Revolutionary Worker for the use of The John V. Ray Room on August 22, 1980, and the motion

was seconded by Dr. Bannerot. Upon a roll call vote being taken, the motion failed, with three votes in favor and five votes opposed to the motion.

The President then announced that he would appoint a committee to review the rules and regulations for The John V. Ray Room.

Library Director's Monthly Report. The Library Director presented a brief oral report on the activities of the Library for the month of July, 1980. Included were the following:

1. The roof of the Sissonville Instant Library, upon examination, revealed a sway of approximately 3 3/4 inches, at center joint, in six of eight sections of "pie wedges." The architect renewed his support for the structural integrity of the roof design in spite of some concerns expressed by others. Subsequently, it was agreed to raise the roof from inside, which would correct the outside roof appearance as well as reinforce and prevent future sagging of the roof.

2. Mr. Dewey E. S. Kuhns is at home recovering from an illness. He is better and extends regrets for being unable to attend the meeting of the Library Board.

3. Elk Valley Branch Library observed its Third Anniversary on July 13, 1980 with an informal reception and an enthusiastic audience.

Reports of Committees.

Budget Committee.

Cash Management. Mr. Stern reported that Kanawha County Public Library owns one Certificate of Deposit for $100,000.00 purchased, July 22, 1980, from the Community Banking and Savings Company of Dunbar at 8.01% (interest earned $511.75) due August 14, 1980; and one Certificate of Deposit for $135,000.00 purchased August 5, 1980 from the Kanawha Banking and Trust Company at 8.375% (interest earned $879.38) due September 2, 1980. Upon motion by Dr. Wallace, seconded by Mrs. Glasser, it was unanimously

RESOLVED, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to purchase a Certificate of Deposit in the amount of $100,000.00 on August 14, 1980, to mature on September 16, 1980; and

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to purchase a Certificate of Deposit in the amount of $75,000.00 on September 2, 1980, to mature on September 16, 1980.

Motion carried.

New Audit Selection Procedures. The Library Director reported that new audit selection procedures were implemented by the State Tax Department effective July 1, 1980. Notices were mailed by the State Tax Department to all private accounting firms registered with Finance and Administration to perform accounting work for governmental units. These firms were requested to submit bid proposals by August 13, 1980, 3:00 p.m. Factors of evaluation include the following:

I Technical Skill

a) Organizational size, structure and location of firm

b) Qualifications of staff assigned to do work

c) Prior experience in auditing programs financed by federal, state, county, municipal, or local governmental bodies

d) Firm's understanding of work to be performed

II Cost of Audit

a) Lowest price of all proposals

A vendor's proposal may receive a possible score of 100 in evaluation points from the State Tax Department; 75 of which are awarded on technical

skill and the remaining 25 points on cost of audit. On a personal note, I think that someone at the State Capitol was fed up with low bids and bad audits and, together with professionals in the industry, designed guidelines which are expected to generate fairness and reasonableness in the selection of private accounting firms.

Budget Fiscal 1981/1982. Mr. Stern reported that the net increase of income for 1981/1982 would be very modest - probably not more than $50,000.

The net increase of income of about $47,000 is detailed, as follows:

Increase	
Additional income from our three levying authorities from the property tax valuation increases for the 1980 assessment year	$100,000
Decreases	
Loss of Grant-In-Aid income because of anticipated 15,000 Kanawha County population loss from preliminary 1980 U. S. Census figures, at $1.54 per capita	(23,000)
Loss of Grant-In-Aid income because of strong possibility of reduction of per capita rate in 1981/1982 to $1.39 from present, 1980/1981, $1.54 rate	(30,000)
Net Increase	$ 47,000

In conclusion, Mr. Stern said that the combination of a 3%-4% income increase with the prospect of 7%-10% increase in costs, at the present level of operations, will entail real belt tightening in the Library's 1981/1982 budget.

The President suggested that work on the 1981/1982 budget should begin not later than October 1980.

NEW BUSINESS

History of the Library. The President reported that the Library Director had prepared a paper entitled, "History of the Kanawha County Public Library."

He stated that copies were mailed to members of the Library Board and that a copy would be filed with the minutes of this meeting.

Library Board Committee Assignments. A roster of standing committee assignments was distributed to members present. The President suggested that Library Board Members review the list and notify the Library Director of their assignment preferences. The President informed the members that a new roster of Committee Assignments for 1980/1981 would be prepared and distributed to the Library Board at its September meeting.

Library Board Meeting Dates. The President reported that the Library Board of Directors would hold its monthly meetings on the following dates:

September 10, 1980	February 4, 1981
October 8, 1980	March 4, 1981
November 5, 1980	April 8, 1981
December 3, 1980	May 6, 1981
January 7, 1981	June 10, 1981

Community Service Committee.

Marmet Outpost Library. A brief progress report was presented by Mr. Stern who reported that the Marmet Branch Library was expected to begin operation on or about September 16, 1980.

Approval of Bills. The Library Director submitted Book Bills List No. 278 ($38,547.31) and General Bills List No. 278 ($29,210.54) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Cheshire, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 276 ($475.32) duly certified and approved in accordance

with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Cheshire and duly adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Construction Account - Marmet (Outpost) Library. Mrs. Brown moved that the payment as submitted be approved. It is recorded as follows:

Wayne Heating and Air Conditioning - Arnold W. Hall	$3,230.00
Wayne Heating and Air Conditioning - Arnold W. Hall	160.00
	$3,390.00

The motion was seconded by Mr. Cheshire and, upon a vote being taken, it was carried.

There being no further business, the meeting on motion adjourned.

Donald V. Sorenzi
President

Nicholas Winnick
Secretary

KANAWHA COUNTY PUBLIC LIBRARY

Charleston, West Virginia

A HISTORY

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In the early years of its existence, the Library's quarters were changed frequently. The first move occurred in the summer of 1912 when the YMCA needed space to accommodate its own expanding services. Rent-free rooms were provided by the First Presbyterian Church on Quarrier Street and the Library moved into the former residence of their pastor. On May 15, 1913, the Library was moved to the lower floor of the YWCA building on Virginia Street, just east of McFarland and began paying rent. On September 3, 1914, other quarters were found on the corner of Kanawha and McFarland Streets and again the Library moved. The Library remained here until March, 1921, when it moved to the Red Cross building on the levee near Capitol Street.

In May, 1926, the Library moved to its first permanent home, the former Capitol Annex Building which stood on Lee Street between Hale and Dickinson. Purchase of the building for $400,000 was made possible by a gift of $100,000 by Colonel Albert E. Humphrey, which inspired other contributions.

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Other organizations and institutions temporarily maintained offices in the Capitol Annex Building during the next 40 years. Among them were: The Red Cross, Boy Scouts, Kanawha College, Morris Harvey College, State Teachers Retirement Board, West Virginia Medical Association and The Children's Museum.

The Library kept growing and by the Fifties, the Library Board began considering alternatives of renovating the Lee Street building or finding a new location. The Federal Building at 123 Capitol Street, orginially built to house the Post Office, Federal courtroom and other government offices and agencies was vacated and declared surplus property. In 1964, following negotiations with the Federal Government, the General Services Administration agreed to sell the property to the Library Board for $500,000 payable in 20 years at 4¼% interest.

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June, 1983

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BOARD OF DIRECTORS

HELD ON

SEPTEMBER 10, 1980

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The following members were present:

Dr. Wallace
Mrs. Anderson
Dr. Bannerot
Mrs. Brown
Mr. Cheshire
Mr. Ellis
Mr. Fisher
Mr. Santrock
Mrs. Smith
Mr. Smith

Also present were Mr. Aubrey Brown, representing "Revolutionary Worker," a weekly newspaper published by the Revolutionary Communist Party; Mr. Winowich, Library Director; and Mr. Stern, Assistant Director.

In the absence of Mr. Springer, President, Dr. Wallace, First Vice-President, presided. The Library Director served as Secretary. The Secretary reported that a quorum was present.

The Library Director reported that the minutes of the August 13, 1980 meeting were incomplete and would be mailed to the Library Board members on/or about Friday, September 12, 1980. Dr. Wallace said that the minutes of the August 13, 1980 meeting would be submitted for approval at the Library Board meeting scheduled for October 8, 1980.

Correspondence. The Secretary reported that the Library was in receipt of a letter from Mr. Roger W. Tompkins dated September 4, 1980. It reads as follows:

"September 4, 1980

"Nicholas Winowich, Director
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301

"Dear Nick:

"Thank you for the lovely tribute to my mother. I know she would appreciate it, as she did working with you and other members of the Kanawha County Public Library Board of Directors.

"Please convey our thanks to the Board.

"Sincerely yours,

/s/ Roger
Roger W. Tompkins

"RWT:aw"

Library Director's Monthly Report. The Library Director presented a brief oral report on the activities of the Library for the month of August, 1980. Included were the following:

1. Mr. Kuhns' illness prevented him from attending the August and September meetings of the Library Board. He and I are confident, however, that he will be present for the scheduled meeting in October. Best wishes have been extended on behalf of the Library Board.

2. The sagging roof at the Sissonville Instant Library Branch was corrected with the installation of additional supporting braces. A special task force included the architect, contractor, Arthur Fisher, Jim Smith and Library Director.

3. The system's book collection numbers 464,592 volumes.

4. Mr. James Thomas, who served previously as building superintendent, replaced Mr. Tony Bright who resigned effective September 19, 1980.

5. Use of library materials at St. Albans Branch has increased by nearly 35%. This is due in a large measure to the super staff who "do their thing" and do it well.

6. Some limited progress has been made in our effort to find, interview and employ a new Adult Circulation Librarian. Several staff members have indicated an

interest in the position. The library community was informed with a job opportunity ad which appeared in recent issues of American Libraries; a publication of the American Library Association.

7. Kanawha County Public Library contributed to the success of the annual observance of Charleston's Regatta Week. The plaza provided a stage for performing musicians, vocalists and artists. The Children's Department offered a puppet show entitled, "Hansel and Gretel" to nearly 350 persons at two shows (morning and afternoon).

Reports of Committees.

Budget Committee.

Cash Management. Mr. Stern reported that Kanawha County Public Library owns one Certificate of Deposit for $100,000.00 purchased, August 14, 1980, from the Kanawha Banking and Trust Company at 8.55% (interest earned $783.75) due September 16, 1980; and one Certificate of Deposit for $75,000.00 purchased September 2, 1980 from the National Bank of Commerce at 9.50% (interest earned $273.29) due September 16, 1980. Upon motion by Mr. Santrock, seconded by Dr. Bannerot, it was unanimously

RESOLVED, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to purchase a Certificate of Deposit in the amount of $160,000.00 on September 16, to mature on October 3, 1980; and

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to purchase a Certificate of Deposit in the amount of $125,000.00 on October 3, 1980 to mature on October 16, 1980.

Motion carried.

Community Service Committee.

Marmet Outpost Library. Mr. Stern reported that the Marmet Outpost Library was expected to be opened on Tuesday, September 23, 1980 at 12:30 p.m. Library Board members were encouraged to attend. A formal opening with bands,

music, parade, short speeches and a ribbon cutting ceremony would be held later.

Rules and Regulations For Use of The John V. Ray Room: A Special Committee Report. Dr. Bannerot, Chairman, reported that the Special Committee met on August 19, 1980, August 26, 1980 and again on September 10, 1980, prior to the regular meeting of the Library Board, to consider a draft proposal of the Rules and Regulations For Use of The John V. Ray Room. Copies of the draft document, with suggested committee changes, were distributed to members present. Following a reading of the proposed document by each Library Board member, Dr. Bannerot presented the Committee's report. Following discussion, upon motion by Dr. Bannerot, seconded by Mr. Cheshire it was

RESOLVED, That the "Rules and Regulations For Use of The John V. Ray Room," as amended, be adopted; and

RESOLVED FURTHER, That they be spread upon the minutes of this meeting.

Motion carried.

"RULES AND REGULATIONS FOR USE OF THE JOHN V. RAY ROOM"

The Board of Directors of Kanawha County Public Library is aware of the need for a meeting place to be used by community groups under proper conditions. The meeting place, designated The John V. Ray Room, with a seating capacity of sixty (60) persons, will be made available for use as a meeting room on such terms as the Library Board of Directors may, from time to time, prescribe.

The Library Board of Directors subscribes to the Library Bill of Rights as appended and believes that the Library and its meeting place is '...a proper forum for information and ideas...', so that The John V. Ray Room may also be used for these purposes.

The John V. Ray Room may be used free of charge during library hours by permission of the Library Director or his designee. The Library Director reserves the right to deny use of the facility whenever, in his judgment, such use would constitute a clear and present danger to the staff, patrons or facilities. Any party aggrieved by the decision may appeal to the Library Board of Directors by giving a notice thereof, in writing, to

the Library Director within five (5) days after the request has been denied.

The John V. Ray Room may not be used for commercial or religious purposes or for the benefit of any private individual. The John V. Ray Room may not be used for any meeting whose purpose is to advance the interests of a candidate(s) for public office nor for any meeting whose primary purpose is fund-raising.

Permission to use The John V. Ray Room will be granted on a first-come, first-serve basis. No group may use the meeting place more than four times in a calendar year.

No admission fees may be charged, no contributions may be solicited or accepted, and no memberships may be solicited or accepted.

Refreshments may not be served unless special arrangements have been made in advance with the Library Director or his designee.

Smoking will not be permitted in The John V. Ray Room.

Audio-visual equipment may be used in The John V. Ray Room.

An organization using The John V. Ray Room, and/or a designated representative thereof, shall be responsible for any damage done to the library's building or facilities and shall assume all liability for any injury to the persons or property of others arising from such use.

No furniture or equipment may be brought into The John V. Ray Room without approval in advance by the Library Director or his designee.

The library will not be responsible for loss or damage to any property belonging to any organization or its members using the library facilities.

Requests for use of The John V. Ray Room shall be made in writing on reservation forms available in the office of the Library Director.

No meeting shall be held except during regular library hours unless special arrangements have been made in advance with the Library Director or his designee.

The meeting of a group in The John V. Ray Room shall not in any way constitute an endorsement of the group or of the statements made or positions taken at its meeting.

The Library Board of Directors may review and modify this policy at its discretion.

NEW BUSINESS

Library Board Committee Assignments. The Library Director reported that the President is expected to prepare a Roster of Committee Assignments which will be mailed to members of the Library Board within a week or two.

West Virginia Library Association Conference. The Library Director reported that the West Virginia Library Association Conference would be held in Huntington, West Virginia, October 23-25, 1980. Following discussion, upon motion by Mr. Santrock, seconded by Mr. Smith, it was unanimously

> RESOLVED, That the Library Director, Assistant Director, one Library Board Member and four Librarians be authorized to attend the West Virginia Library Association Conference scheduled to be held in Huntington, West Virginia, on October 23-25, 1980 and that their expenses not to exceed $810.00 be paid.

Motion carried.

Approval of Bills. The Library Director submitted Book Bills List No. 279 ($47,760.35) and General Bills List No. 279 ($23,719.74) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mrs. Smith, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 277 ($108.15) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Fisher and duly adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Construction Account - Marmet (Outpost) Library.

Mrs. Brown moved that the payment as submitted be approved. It is recorded as follows:

Wayne Heating and Air Conditioning - Arnold W. Hall $5,315.25

The motion was seconded by Mrs. Anderson and, upon a vote being taken, it was carried.

There being no further business, the meeting on motion adjourned.

J. W. Wallace
First Vice-President

Nicholas Winnicki
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

OCTOBER 8, 1980

The regular meeting of the Library Board of Directors of Kanawha County Public Library was held on October 8, 1980 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Springer
Dr. Bannerot
Mrs. Brown
Mr. Ellis
Mr. Kauffelt
Mr. Kuhns
Mr. Ray
Dr. Wallace

Also present were Mr. Winowich, Library Director and Mr. Stern, Assistant Director.

Mr. Springer, President, presided. The Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the August 13, 1980 and September 10, 1980 meetings were approved.

Correspondence. The Library Director reported that the Library was in receipt of a letter from Mack E. Parsons, Administrative Assistant, Local Government Relations Division of the State Tax Department of West Virginia dated August 26, 1980. It reads as follows:

"August 26, 1980

"Mr. Nicholas Winowich
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301

"Dear Mr. Winowich:

"As requested in our telephone conversation on Monday, August 25, 1980 I have listed below the firms submitting a bid proposal to audit the Kanawha County Public Library.

Firm	Proposal
Tuckwiller and Gleason	$3440.
Arnett and Foster	$3000. - 3600.
Steve Ledahawsky	$3200.
Penix and Smith	$2950.
Gary L. Rambacher	$4750.

"As soon as the evaluation process is completed, we will inform you of our selection.

"Very truly yours,

/s/ Mack E. Parsons
Mack E. Parsons
Administrative Assistant
Local Government
Relations Division

"MEP/mc"

The Library Director also reported that the Library was in receipt of an Auditor Appointment Certificate from Mr. John R. Melton, Director, Local Government Relations Division of the State Tax Department of West Virginia dated September 9, 1980. It reads as follows:

"AUDITOR APPOINTMENT CERTIFICATE"

"September 9, 1980

"Mr. Nicholas Winowich
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301

"Dear Mr. Winowich:

"Pursuant to authority granted by Section 7, Article 9, Chapter 6, 1931 Code of West Virginia, as amended, Arnett and Foster is hereby appointed

to conduct the post-audit of Kanawha County Public Library for the period ended June 30, 1980.

"This office must receive the first copy of such audit report. If such report discloses misfeasance, malfeasance, or nonfeasance, two additional copies must be forwarded, making three copies necessary for the use of this office.

"Very truly yours,

/s/ John R. Melton
John R. Melton
Director
Local Government
Relations Division

"JRM/mpc"

Library Director's Monthly Report. The Library Director presented a brief oral report on the activities of the Library for the month of September, 1980. Included were the following:

1. The 65th annual conference of West Virginia Library Association will be held in Huntington, October 23-25, 1980 at the new Cabell County Public Library.

2. The Huntington Herald-Dispatch featured a story, with photographs, of the new facility which cost nearly three million dollars and contains approximately 50,000 square feet of space.

3. Mrs. Ellen S. Wilkerson, President, Library Board of Directors, Lincoln County Public Library and project chairperson for the publication West Virginia Public Library Trustees Manual: A Handbook, was nominated for the office of First Vice-President, President-Elect, West Virginia Library Association. Mrs. Wilkerson, if/when elected, will become the first trustee or library board member to serve as President of West Virginia Library Association.

4. Kanawha County Public Library owns a framed, Abraham Lincoln note with signature which reads as follows:

"On the strength of Gen. Dix' endorsement,
I approve

A. Lincoln

"Dec. 7, 1864"

The rare and valuable acquisition was a gift of Mr. Arthur Hanson, a former member of the Library

Board of Directors. The Sunday Gazette Mail, in its issue of October 5, 1980, State Magazine Section, in an article on an "autograph price list" carried a Lincoln value of $25,000 for a handwritten, signed letter of good quality and content. Coincidentally, Goodspeed's of Boston, a well known and respected rare book dealer, in its Autographs at Goodspeed's, Fall, 1980 Catalog offered to sell an Abraham Lincoln signature, with note, for $1850.00.

5. Sunday library service was resumed on September 7, 1980 and will continue through May, 1981.

6. Marmet Outpost Library was opened to the public on September 23, 1980. An official and formal dedication with speeches, parade and ribbon cutting ceremony will be held some time after the election.

7. West Virginia Library Commission made a special grant of $100.00 to Kanawha County Public Library and $100.00 to Dunbar Branch Library for the purpose of encouraging trustee (Board of Director) attendance at the 65th annual conference of West Virginia Library Association.

Reports of Committees.

Budget Committee.

Cash Management. Dr. Wallace reported that Kanawha County Public Library owns one Certificate of Deposit for $125,000.00 purchased, October 6, 1980, from the Community Banking and Savings of Dunbar at 11% (interest earned $381.94) due October 16, 1980. Upon motion by Dr. Wallace, seconded by Mr. Kuhns, it was unanimously

RESOLVED, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to purchase a Certificate of Deposit in the amount of $140,000.00 on October 16, 1980, to mature on November 3, 1980; and

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to purchase a Certificate of Deposit in the amount of $100,000.00 on November 3, 1980 to mature on November 14, 1980; and

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to purchase a Certificate of Deposit in the amount of $100,000.00 on November 3, 1980 to mature on December 3, 1980.

Motion carried.

Reserve Balance. Mr. Stern reported that it was necessary to create a reserve balance in the amount of $11,982.00 for the purpose of carrying forward some previous balances and to make payment on obligations made during the fiscal year 1979/1980. These accounts, with amount, are recorded as follows:

OCLC Terminal and Terminet Printer	$ 6,119.00
Outpost Library	4,460.00
Nitro Library - general support	1,403.00
	$11,982.00

After discussion, upon motion by Dr. Wallace, seconded by Mr. Kuhns, it was moved that the listed accounts and their amount be carried forward and paid after July 1, 1980 and that the total of $11,982.00 be added to the budget for fiscal year 1980/1981. Motion carried.

Finance Committee Cash Management. Mr. Stern reported that $30,000.00 of 182-day Money Market Certificate in the name of Kanawha County Public Library Finance Committee, 14.226%, at Kanawha Valley Bank would mature October 15, 1980. He added that the assets of the Finance Committee, excluding the "Pooled Trust" account at Charleston National Bank, were as follows:

182-day Money Market Certificate, 14.226%, at Kanawha Valley Bank	$30,000.00	
Interest on above, to be received 10-15-80	2,120.00	approx.
Savings Account, at Kanawha Valley Bank	1,516.00	
Checking Account, at Kanawha Valley Bank	4,210.00	approx.
Total	$37,846.00	

In view of the modest rate of disbursements from these gift funds and the anticipation of about $1,600.00 from the Steele Hawkins bequest in December,

1980, Mr. Stern recommended that the maximum amount of 182-day Money Market Certificates be purchased upon maturity of the presently held Certificates.

After discussion, upon motion by Dr. Wallace, seconded by Mr. Kuhns, it was unanimously

RESOLVED, That the Treasurer of the Library Board be and is hereby authorized to invest $37,000.00 in the accounts of Kanawha County Public Library Finance Committee, at Kanawha Valley Bank, in two (2) 182-day Money Market Certificates of Deposit of $10,000.00 each and one (1) similar Certificate in amount of $17,000.00 on October 15, 1980; and

RESOLVED FURTHER, That the remaining cash in excess of essential checking account balances be invested in a savings account.

Motion carried.

Personnel Committee.

Chief Librarian, Adult Circulation Department. Dr. Bannerot, Chairman, reported that a Search Committee, composed of Ruth Figgatt, Cortez Johnson, June Martin, Joel Stern and he, as Chairman, interviewed six candidates for the position of Chief Librarian, Adult Circulation Department. He and the committee members were impressed with the professional and personal character of each candidate.

Following discussion and upon motion by Mr. Kuhns, seconded by Dr. Wallace, it was unanimously

RESOLVED, That Mrs. Sara Sue Wright be appointed Chief Librarian, Adult Circulation Department effective November 1, 1980 at an annual salary of $15,648.00.

Motion carried.

Library Board Membership Committee. Mr. Ray, Chairman, reported that the committee (Mr. Ellis, Mr. Kauffelt and Mr. Santrock with Mr. Springer) met on two previous occasions for the purpose of considering candidates to fill Library

Board vacancies created when Mrs. Pauline Tompkins and Dr. Leonard Riggleman retired. A roster of prospective members, with resumes, was prepared and made available to committee members. Other names were suggested. Mr. Ray said that a final report, with recommendations, will be made to the Library Board at its November meeting.

Approval of Bills. The Library Director submitted Book Bills List No. 280 ($16,095.45) and General Bills List No. 280 ($19,310.59) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Ellis, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 278 ($80.50) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Kauffelt and duly adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Construction Account - Marmet (Outpost) Library. Mrs. Brown moved that payment as submitted be approved. It is recorded as follows:

Wayne Heating and Air Conditioning	$2,000.00
West Virginia Library Commission	571.19
West Virginia Seating	495.20
	$3,066.39

The motion was seconded by Dr. Bannerot, and, upon a vote being taken, it was carried.

There being no further business, the meeting on motion adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

NOVEMBER 5, 1980

The regular meeting of the Library Board of Directors of Kanawha County Public Library was held on November 5, 1980 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Springer
Mrs. Anderson
Dr. Bannerot
Mrs. Brown
Mr. Ellis
Mr. Fisher
Mrs. Glasser
Mr. Kauffelt
Mr. Kuhns
Mr. Ray
Mr. Santrock
Mrs. Smith
Dr. Wallace

Also present were Mr. Winowich, Library Director and Mr. Stern, Assistant Director.

Mr. Springer, President, presided. The Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the October 8, 1980 meeting were approved.

Correspondence. The Library Director reported that the Library was in receipt of an October 14, 1980 letter from Linda K. Meckfessel, County Administrator, Kanawha County Commission. It reads as follows:

"October 14, 1980

"Mr. Nicholas Winowich
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301

"Dear Mr. Winowich:

"The Kanawha County Commission has approved your request for 5 clerical and custodial employees, to be hired under the 1980-81 CETA Title II and VI programs.

"Before you interview persons to fill these slots, it is essential that you attend the informational and contract-signing meeting at 9:00 A.M., Monday, October 20, 1980, in the County Commission Courtroom.

"Sincerely yours,

COUNTY COMMISSION OF KANAWHA COUNTY

/s/ Linda Meckfessel
Linda K. Meckfessel,
County Administrator

"LKM/mlc"

Afterwards, Mr. Stern and the Library Director reviewed the CETA experience at Kanawha County Public Library. Their comments follow:

1. CETA personnel are assigned to the following: Administration, Building and Grounds (custodial), Catalog, Extension, and Marmet Branch Library.

2. Kanawha County Commission awarded one CETA slot to Clendenin Public Library. The Kanawha County Public Library clerical employee presently on assignment in Clendenin will be transferred within the system as soon as a vacancy occurs.

3. The Library's CETA participation began in 1975 when seven slots were awarded to Kanawha County Public Library. Since then five persons remain as clerical employees, one member resigned to accept another position and the remaining CETA employee was terminated.

4. Participation by the Library gives the employee an opportunity to be gainfully and usefully employed in a meaningful position while making it possible for the employer to train personnel for a permanent position when vacancies occur.

5. All parties to the CETA agreement are aware that the CETA employees are terminated after 18 months. However, each CETA employee is eligible to become a candidate for a permanent position when it occurs.

6. All CETA employees are screened and interviewed by Library staff. The selection of CETA employees remains our exclusive and unilateral responsibility.

Discussion followed.

Library Director's Monthly Report. The Library Director presented a brief oral report on the activities of the Library for the month of October, 1980. Included were the following:

1. Mrs. Helen Smith was elected Chairman, Trustees Section, West Virginia Library Association, at its annual conference held in Huntington, October 23-25, 1980.

2. Mrs. Ellen S. Wilkerson, President, Lincoln County Public Library Board of Directors, was elected First Vice-President, President Elect, West Virginia Library Association. Her election was unanimous and adds another dimension to the 65 year history of WVLA. This is the first time that someone other than a librarian served as executive officer of the Association.

3. A Daily Mail picture/story of Chimney Sweepers at the St. Albans Branch Library, written by Wilma Higginbotham, was exhibited to the Library Board members who were present. Copies will be duplicated for distribution with the minutes of this meeting.

4. Other publications, including 'N STUFF prepared by the Children's Department and Sunrise Museum; and, GLASGOW LIBRARY NEWS were viewed by the Library Board members present. Copies will be made available with the minutes of this meeting.

5. Miss Sara L. Mathewson, Cross Lanes Branch Librarian since March, 1976, resigned effective immediately. Candidates are being interviewed by a special committee of Miss Flagg, Miss Kelley and Mr. Stern. A recommendation will be submitted to the Library Director after November 24, 1980 when a special Job Fair will be held in Charleston. The special event is sponsored by the West Virginia Library Association and West Virginia Library Commission.

6. Halloween, 1980 was not as frightful as some previously observed. The only "goblin damage" occurred when two raw eggs were thrown at the Sissonville Branch Library. Each landed on the roof.

7. The roof at the Sissonville Branch Library, through special reinforcement, is structurally and cosmetically viable. The sway was eliminated and is expected to withstand egg attacks and heavy snowfall.

8. This is an example of inflation and high cost of books. In June, 1979, we submitted an order to purchase one set (20 volumes) of Grove's Dictionary of Music and Musicians. Delivery is expected to be made before December 31, 1980. The current price is now $1,600.00.

Reports of Committees.

Budget Committee.

Cash Management. Dr. Wallace reported that Kanawha County Public Library owns one Certificate of Deposit for $200,000.00 purchased November 3, 1980, from the Charleston National Bank at 11.75% (interest earned $130.56) due November 5, 1980. Upon motion by Dr. Wallace, seconded by Dr. Bannerot, it was unanimously

RESOLVED, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to purchase a Certificate of Deposit in the amount of $100,000.00 on November 14, 1980, to mature on December 15, 1980; and

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to purchase a Certificate of Deposit in the amount of $75,000.00 to mature on December 15, 1980.

Motion carried.

Library Board Membership Committee. Mr. Ray, Chairman, (Mr. Ellis, Mr. Kauffelt and Mr. Santrock, members) reported that the committee met on October 8, 1980, on October 29, 1980 and finally on November 5, 1980 to consider Library Board memberships created by the retirement of Dr. Riggleman (term expires June 30, 1983) and Mrs. Tompkins (term expires June 30, 1982). A list of 25 prospective members was developed. Resumes were available in almost all instances. He invited members of the Library Board to submit the names of

prospective candidates to the Library Director. Mr. Ray reported that the Library Board Membership Committee recommends that the following persons be nominated for membership to the Library Board of Directors, Kanawha County Public Library, to-wit:

Ann Colcord North

Resident of Malden/Rand area of Kanawha County, to fill the unexpired term of Mrs. Pauline Tompkins which ends June 30, 1982; and

Virginia Hanscom Rugeley

Resident of Charleston, to fill the unexpired term of Dr. Leonard Riggleman which ends June 30, 1983.

Following discussion, upon motion by Mr. Ray, seconded by Mr. Kuhns, it was unanimously passed that the Library Director be authorized to submit the said nomination to the Board of Education of the County of Kanawha with a request that the said nominees be duly appointed. Motion carried.

Change in Closing Time Wednesday, November 26, 1980. The President reported that the Library Director recommends that Kanawha County Public Library change its closing time from 9:00 p.m. to 5:00 p.m. on Wednesday preceding Thanksgiving. Following discussion, upon motion by Mr. Kauffelt, seconded by Dr. Bannerot, it was unanimously

RESOLVED, That Kanawha County Public Library change its closing time from 9:00 p.m. to 5:00 p.m. on Wednesday preceding Thanksgiving Thursday.

Motion carried.

South Eastern Library Association/National Endowment for Humanities/ American Library Association Conference. The President reported that SELA/NEH/ ALA were sponsoring a conference to be held in Birmingham, Alabama on November 18-22, 1980. A grant of $75.00 each would be awarded by the Endowment to Stephen Crowley, Dunbar Branch Librarian, and the Library Director for

their attendance and participation. He said that the Library Director is scheduled to receive a grant of $300.00 funded by the Humanities Foundation of West Virginia. An additional allowance of $382.00 for Mr. Crowley and $120.00 for the Library Director was requested.

Following discussion, upon motion by Dr. Wallace, seconded by Mr. Santrock, it was unanimously

> RESOLVED, That the Library Director and Stephen Crowley be authorized to attend the South Eastern Library Association/National Endowment for Humanities/ American Library Association conference scheduled to be held in Birmingham, Alabama, on November 18-22, 1980 and that a total sum not to exceed $502.00 be granted.

Motion carried.

Approval of Bills. The Library Director submitted Book Bills List No. 281 ($18,699.00) and General Bills List No. 281 ($21,547.14) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mrs. Anderson, it was ordered that the bills set out on the two list be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 279 ($863.52) duly certified and approved in accordance with the Bylaws and on motion by Mrs. Brown, seconded by Dr. Wallace, and duly adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Construction Account - Marmet (Outpost) Library. Mrs. Brown moved that payment as submitted be approved. It is recorded as follows:

Skeens Sign Specialist	$ 65.00
R. L. Wilson - Jerry R. Goff	240.00
	$305.00

The motion was seconded by Dr. Bannerot, and, upon a vote being taken, it was carried.

There being no further business, the meeting on motion adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

DECEMBER 3, 1980

The regular meeting of the Library Board of Directors of Kanawha County Public Library was held on December 3, 1980 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Springer
Mrs. Anderson
Dr. Bannerot
Mrs. Brown
Mr. Cheshire
Mr. Ellis
Mrs. North
Mr. Ray
Mrs. Rugeley
Mr. Santrock
Mrs. Smith
Dr. Wallace

Also present were Mr. Winowich, Library Director and Mr. Stern, Assistant Library Director.

The President welcomed Mrs. Anne C. North who was appointed to the Library Board to fill the unexpired term of Mrs. Pauline Tompkins which ends June 30, 1982, and Mrs. Virginia H. Rugeley who was appointed to the Library Board to fill the unexpired term of Dr. Leonard Riggleman which ends June 30, 1983.

Mr. Springer, President, presided. The Library Director served as Secretary. The Secretary reported that a quorum was present.

Correspondence. The Secretary read his letter of November 12, 1980 addressed to Mr. Robert E. Kittle, Superintendent, Kanawha County Schools. It reads as follows:

"Dear Mr. Kittle:

"Kanawha County Public Library, by resolution adopted by its Library Board of Directors, at a regular meeting held on Wednesday, November 5, 1980, nominated the following persons to complete the unexpired terms of Dr. Leonard Riggleman and Mrs. Pauline Tompkins:

Anne Colcord North (Mrs. Phillip)

Mrs. North was nominated to fill the unexpired term of Mrs. Pauline Tompkins of Cedar Grove which ends June 30, 1982. Mrs. North is a resident of the Malden/Rand area of Kanawha County and is active in her church and in many civic organizations.

Virginia Hanscom Rugeley (Mrs. Edward)

Mrs. Rugeley was nominated to fill the unexpired term of Dr. Leonard Riggleman which ends June 30, 1982. Mrs. Rugeley was a Fulbright Scholar. She is currently serving on the Salvation Army Boys Club Board of Directors and the Vandalia Terrace Housing Corporation Board of Directors.

"Members of the Special Committee on Library Board Membership were:

Gary Ellis
T. D. Kauffelt
John Santrock
John L. Ray, Chairman

"The appointment of these nominees is respectfully requested.

"Sincerely yours,

"Kanawha County Public Library

By_____
Secretary"

The Secretary reported that Kanawha County Public Library was in receipt of a letter from Mr. Robert E. Kittle, Superintendent, Kanawha County Schools, dated November 21, 1980. It reads as follows:

"Dear Mr. Winowich:

"At the regular meeting of the Kanawha County Board of Education on Thursday, November 20, 1980, the following persons were unanimously approved to serve as members of the Kanawha County Public Library Board of Directors to complete the unexpired terms of Dr. Leonard Riggleman and Mrs. Pauline Tompkins:

1. Anne Colcord North (Mrs. Phillip) - Mrs. North was appointed to fill the unexpired term of Mrs. Pauline Tompkins of Cedar Grove which ends June 30, 1982. Mrs. North is a resident of Kanawha County and is active in her church and in many civic organizations.

2. Virginia Hanscom Rugeley (Mrs. Edward) - Mrs. Rugeley was appointed to fill the unexpired term of Dr. Leonard Riggleman which ends June 30, 1982. Mrs. Rugeley was a Fulbright Scholar. She is currently serving on the Salvation Army Boys Club Board of Directors and the Vandalia Terrace Housing Corporation Board of Directors.

"These appointments are in compliance with the resolution adopted by the Library Board at its meeting on November 5, 1980, and in accordance with your request of November 12, 1980.

"Sincerely yours,

/s/ Robert E. Kittle
Robert E. Kittle
Superintendent of Schools

"REK/jh

"cc: Board of Education Members"

The minutes of the November 5, 1980 meeting were corrected to show that Mr. Santrock attended the meeting of that date.

Library Director's Monthly Report. The Library Director presented a brief oral report on the activities of the Library for the month of November, 1980. Included were the following:

1. The Library Director represented Kanawha County Public Library at the official dedication of the new Cabell County Public Library held on a beautiful Sunday afternoon, November 30, 1980 at 3:00 p.m. in Huntington, West Virginia. The three million dollar handsome building of approximately 55,000 square feet was funded, in part, by a construction grant of 1.3 million from the West Virginia Library Commission and balance from a successful special levy election. A musical prelude was offered by the Marshall University Brass ensemble playing "incidental music" from Bach and Gabrielli. The former library building was one of four Carnegie libraries built in West Virginia. The others were located in Hinton, Parkersburg and Wheeling. Charleston declined to accept a similar offer because it was "considered...to be impractical, as the Carnegie Foundation would donate

only an amount in proportion to the population, and this was not considered sufficient to build a library such as the citizens...felt that the city needed."

2. John Santrock and I met with Mayor Art Ashley of Nitro, West Virginia on Monday, November 10, 1980. We talked about Kanawha County Public Library, the independent municipal Nitro Public Library and the special relationship which exists between us. We also urged Mayor Ashley to "reconstitute" the library board.

3. Requests for library facility installations have been received from individuals representing communities of Alum Creek, Belle, Cabin Creek and Pratt. Additionally, Cross Lanes feels the need for a larger, brick and mortar building. All such inquiries have been dealt with on an informational scale - our posture to-date, on construction, lack of dollars, and an evaluation by the Library Board's Committee on Long Range Planning.

4. Mrs. Ebtisam A. Habek was employed effective December 15, 1980 as Extension Librarian Assistant with Children's Services responsibilities.

Reports of Committees.

Budget Committee.

Tentative Draft of Audit Report and of Management Letter for Fiscal Year 1979/1980. The Library Director reported that the firm of Arnett and Foster, Certified Public Accountants, submitted a tentative draft of their Audit Report and Management Letter for the fiscal year 1979/1980. The Audit Report examined statements of cash receipts and disbursements and found them to be acceptable and sound:

> "It does not include our observations on the many strong features of the Library's system of internal control.... We noted that the system of internal control continues to improve."

The tentative draft of the Management Letter noted that some conditions needed to be strengthened:

A. Preparation of an Accounting Manual. Mr. Aaron Rapking, formerly, Assistant Superintendent, Budget and Finance, Kanawha County Schools; and, formerly, Assistant State Superintendent, Finance and Administration, West Virginia

Department of Education, has accepted an invitation to prepare a document which would describe accounting procedures, including an organizational chart with job descriptions. The intent is to "lock" everything in, as a policy, so that "any change in the system or procedures would require a written revision of the manual and would be subject to approval by the Library Board of Directors." Work on the document, however, has been delayed because of Mr. Rapking's eye surgery. Mr. Rapking, a friend of the library, was one of the principals involved in designing the existing but unwritten procedures on handling receipts and expenditures, their control with strong checks and balances and use of the computer at Kanawha County Schools.

B. Bidding Procedures. A formal written statement on Bidding Procedures will be prepared and will become a part of the Accounting Manual. It will identify current practices as well as to "lock in" and tighten procedures:

1. "Piggy Back" all levying authorities (State, County, City and Kanawha County Schools) for the best possible price when purchasing goods not to exceed value of $500.00. The "Piggy Back" opportunity offers a real dollar advantage because larger units of government expect and receive favorable pricing, due in a large measure, to volume buying.

2. Secure written quotations from vendors when purchasing goods not to exceed value of $3,000.00.

3. Solicit and secure competitive, sealed bids on all goods and services having a value exceeding $3,000.00.

C. Purchasing and Receiving (Books and Library Materials). Four persons are involved in all phases of purchasing/receiving books and library materials. The auditors suggest a separation of duties and responsibilities with exclusive assignments for each. However, management is confident that the present system continues to work favorably and for the following reasons:

1. Integrity remains in place because three offices (order, accounting and Library Director) are involved assuring proper safeguards.

2. Allows for better staff utilization. For example, when employee "A" is absent, it remains possible and prudent for employee "B" to do that work.

3. Does not anticipate employment of additional personnel.

Mr. Rapking's draft will be submitted to an appropriate committee of the Library Board for review and evaluation. Afterwards, the final document will be submitted to the Library Board for approval as a statement of policy.

Cash Management. Dr. Wallace reported that $175,000.00 Certificates of Deposit would mature December 15, 1980 and that at least $190,000.00 would be bought December 15, 1980 to mature January 2, 1981. The amount could be larger, Dr. Wallace added, if December income checks from Kanawha County Board of Education and/or City of Charleston were received before December 15, 1980. On January 2, 1981, $150,000.00 Certificates of Deposit would be purchased to mature January 16, 1981.

West Virginia Department of Employment Security. Unemployment Tax Contribution. The Library Director reported that Mr. Stern was gathering information to determine whether Kanawha County Public Library should continue to participate in the program or to "self insure." Rates, established by the Department, are expected to increase from $9,200 to $16,000 in fiscal year 1981/1982. There is a strong possibility, however, because of low employee terminations that "self insurance" would become less expensive.

NEW BUSINESS

Long Range Planning Committee.

Helen Smith, Chair	Dewey Kuhns
Bill Cheshire	Anne North
Arthur Fisher	William Wallace
Cookie Glasser	

Mrs. Smith announced that the Long Range Planning Committee would meet on Monday, January 5, 1981 at 3:00 p.m. in the Library Board Room. Discussion followed.

Approval of Bills. The Library Director submitted Book Bills List No. 282 ($24,042.03) and General Bills List No. 282 ($20,931.16) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Dr. Wallace, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 280 ($128.49) duly certified and approved in accordance with the Bylaws and on motion by Mrs. Brown, seconded by Mrs. Anderson, and duly adopted, it was ordered that the bills set out on the said list be paid.

There being no further business, the meeting on motion adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

January 7, 1981

The regular meeting of the Library Board of Directors of Kanawha County Public Library was held on January 7, 1981 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Springer
Dr. Bannerot
Mr. Ellis
Mr. Kuhns
Mrs. North
Mr. Ray
Mrs. Rugeley
Dr. Wallace

Also present were Mr. Winowich, Library Director, Mr. Stern, Assistant Director and Mrs. Denise Sticha, Branch Librarian, Elk Valley Library.

Mr. Springer, President, presided. The Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the December 3, 1980 meeting were approved.

State of the Library Art - FRIENDS OF THE LIBRARY. Mr. Springer welcomed Mrs. Sticha and reported that the purpose and function of each visitation was informational: - "what was happening out there in the library world" as viewed and expressed by another member of the staff. The Library Director introduced Mrs. Sticha, a graduate of Bethany College and the University of Pittsburgh Graduate School of Library Science, and Librarian at Kanawha County Public Library since September, 1978. Mrs. Sticha prepared and distributed, to the members present, copies of her presentation entitled,

ORGANIZING A FRIENDS OF THE LIBRARY GROUP IN KANAWHA COUNTY which is recorded as follows:

ORGANIZING A FRIENDS OF THE LIBRARY GROUP

IN KANAWHA COUNTY

WHO: Friends are an organized and committed group of people who recognize the importance of maintaining a community library and who are willing to work toward that goal. Friends of the Library USA is a national Friends organization and a committee from the American Library Association, Library Administration Division. There is also a Friends section of the West Virginia Library Association.

WHAT: As an organized body separate and subordinate to the Library Board, the Friends work on specific projects to generate special funds and community involvement.

WHY: Because we have experienced budget cuts for this coming fiscal year and can expect similar cutbacks for the next few years, it becomes imperative for the survival of smaller libraries to develop additional avenues of funding and support. An active and dynamic Friends Group can insure the successful operation of our libraries.

WHERE: Friends Groups should be organized for individual branches and the Main Library.

WHEN: Organizing a Friends Group is not a simple task and will take many hours of initial planning and involvement from our library Boards. It will take time to develop a working and efficient relationship between the Library, its Boards and its Friends Group. To guarantee the success of this project the Library Board must commit itself to act with all speed and deliberation.

RECOMMENDED PROCEDURES:

1. Establish a Board Committee including Library staff and Board member to draft and approve a policy statement concerning the establishment, organization, purpose, structure and authority of the Friends Group.

2. Approach individual Library Boards with the approved policy.

3. Invite someone who has worked with Friends Groups to conduct a workshop at Kanawha County for library staff and Board members.

4. Allow individual Library Boards to organize and establish Friends Groups.

Mrs. Sticha then spoke on the assigned topic. Following considerable and favorable discussion, Dr. Bannerot suggested that the Special Resources Committee (Arthur Fisher, Chairman, Fred Bannerot and Gary Ellis, Members) become the project vehicle for the purpose of studying and preparing a policy statement which would be acted upon, at a later date, by the Library Board. There were no objections. Mr. Springer recommended that Mr. Jim Casto, President, Friends of the Cabell County Library, and Editorial Page Editor, Herald Dispatch, Huntington, West Virginia be invited to meet with the committee. Mr. Springer suggested, also, that Mrs. Sticha and Mr. Winowich become staff advisors to the Committee.

Library Director's Monthly Report. The Library Director presented a brief oral report on the activities of the Library for the month of December, 1980. Included were the following comments:

1. Mr. Gary Ellis was invited to serve a three year term on the Legislative Committee of West Virginia Library Association. The committee will have an opportunity to meet with legislators and to speak for public library programs, services and funding. Mr. Ellis has accepted the assignment.

2. Kanawha County Public Library is in receipt of several kind and generous gifts:

Greater Kanawha Valley Foundation for John V. Ray Fund	$ 509.50
Bernard and Blanche Jacobson Foundation	500.00
Steele A. Hawkins, Jr. Fund	2,305.19
William A. Bradford Memorial Fund	1,638.52

Purposes of each were explained and the Bradford, Jacobson and Ray bookplates were exhibited.

3. Sissonville Branch Library, its staff, Board and Community, will observe its First Anniversary, Saturday, January 17,

1981, from 10:00 a.m. to 2:00 p.m. Entertainment and refreshments are promised.

4. Members of the Library Board of Directors should expect to receive their American Library Association (ALA) personal membership cards reasonably soon. Included also is division membership in American Library Trustees Association (ALTA).

5. Miss Sarah K. Kelley, Extension Librarian since November, 1977, resigned effective February 6, 1981 to return to Frankfort, Kentucky and a position with the state library agency.

6. Humanities Foundation of West Virginia approved a grant application of $2,672.00 submitted by Kanawha County Public Library and its Reference Department. The project will offer a series of nine programs on famous auto-biographies of the 20th century and how each one answered some of the basic questions faced by mankind. The programs will be aimed in the direction of an adult out-of-school population. Speakers include:

Miss Martha Cole	Mr. Newton Margolis
Rev. Ronald English	Mrs. Margaret Mills
Mrs. Rebecca Godfrey	Mr. John Suter
Dr. Eugene Harper	Mrs. Eric Wright
Mr. Milton Koslow	

Programs will be held in The John V. Ray Room at 2:00 p.m. on the following dates:

March 3, 10, 17 (at 7:30 p.m.), 24, and 31

April 7, 14, 21, and 28

7. Kanawha Cable Television Company installed and provides free cablevision service to our branch library in St. Albans.

8. There were several articles of communications which I should like to share with you:

   a) Piece of note paper addressed to Library Board:

      "Thanks for your great policy of no fines for those over 65!"

   b) Post card addressed to Charleston Public Library:

"Send details on what you would do with a $100,000 donation. Kindly mention amount stated. I need it for my records."

(signed)

"The World's New Order"
c/o Harvey Rose, Founder
344 Spring Street
Ashland, Kentucky 41101

"Let Us Help People Daily"

c) Application form addressed to me with return address marked as: FOR YOUR INFORMATION ONLY

Membership application from White Horse of Ku Klux Klan

Reports of Committees.

Budget Committee.

Cash Management. Dr. Wallace reported that Kanawha County Public Library owns one Certificate of Deposit for $150,000.00 purchased, January 2, 1981, from Guaranty Bank, at 17.31% which is expected to earn $1,024.68 interest when it comes due January 16, 1981. On January 16, 1981, a $170,000.00 Certificate of Deposit would be purchased to mature February 3, 1981. Then, on February 3, 1981, a $165,000.00 Certificate of Deposit would be purchased to mature on February 17, 1981.

Budget Document Observations for 1981/1982. At Dr. Wallace's request, Mr. Stern made a progress report on the 1981/1982 Budget; subsequently to be submitted to the Budget Committee and then to the Library Board of Directors at its regularly scheduled meeting of February 11, 1981.

Mr. Stern reported that the 1981/1982 Budget would increase about 2%-3% over 1980/1981. Mr. Stern said that while 1981/82 income from the levying authorities would increase nearly $100,000.00, or about 8%, Grant-In-Aid (GIA) from the State of West Virginia would probably be down as much as $68,000.00.

The decrease in GIA results from population changes. The state gained 10.6% in population while Kanawha County lost 2.8%. Forecasting a less than enthusiastic picture, he said, that there would be probably less money distributed on the basis of more people. Mr. Stern said that at least two meetings of the Budget Committee would be held prior to the next Library Board Meeting.

Audit Report Fiscal Year 1979/1980. Dr. Wallace, Chairman, Budget Committee, reported that an audit of cash receipts and disbursements for fiscal year ending June 30, 1980 was completed by the firm Arnett and Foster, Certified Public Accountants. Copies of the Financial Report and accompanying Management Letter, he said, were mailed previously to the President and to the Chairman, Budget Committee. The Financial Report was routine. Dr. Wallace stated that Arnett and Foster observed, in its Management Letter that some conditions needed to be strengthened. These conditions were discussed at the Library Board meeting of December 3, 1980 and are recorded in the minutes of that meeting. Conditions concerning the Accounting Manual and the Bidding Procedures, he said, are in process of being completed. The third and remaining condition, "Purchasing and Receiving (Books and Library Materials)" appears, to management, to be unnecessary because the present and successful system continues to keep integrity in place, allows for effective staff utilization and maintains employment at present level. Management, Dr. Wallace said, is confident that an agreement/practice would be completed to the satisfaction of all parties. Following discussion, upon motion by Dr. Wallace, seconded by Mr. Kuhns, it was unanimously

RESOLVED, That the Audit Report, which includes a Financial Report with accompanying Management Letter, for fiscal year 1979/1980 be received and filed.

Motion carried.

Long Range Planning Committee. In the absence of Mrs. Smith, Chairman, who was ill, Dr. Wallace reported that the Long Range Planning Committee met on Monday, January 5, 1981 at 3:00 p.m. in the Board Room of the Library. Present were: Mr. Cheshire, Mr. Fisher, Mrs. Glasser, Mrs. North, Dr. Wallace, members, and Mrs. Smith, Chairman. Also present were: Mr. Stern and Mr. Winowich.

Dr. Wallace reported that the Committee considered and discussed the following:

a) Planning for the Future: A Long Range View

Adopted by the Library Board at its meeting held on October 6, 1976.

b) Statement on Branch Expansion Plans of Kanawha County Public Library

Adopted by the Library Board at its meeting held on February 9, 1977.

c) Long Range: An Outline

Prepared January 5, 1981 for consideration by the Committee and is recorded as follows:

LONG RANGE

I. INTRODUCTION

A. Purposes

II. FINANCIAL RESOURCES

A. Levying Authorities

City, County, Board of Education and State

B. Other

Grants

Gifts

III. LIBRARY SERVICES AND PROGRAMS

A. Traditional

B. Non Traditional

IV. LIBRARY FACILITIES

A. Main Library

B. Branches

a) Enlarge/Improve

b) New

V. LIBRARY MATERIALS

VI. PERSONNEL

A. Policy

B. Rotation

VII. LIBRARY BOARD OF DIRECTORS

A. See handbook

B. Function and authority of Branch Library Board

VIII. PROJECT DIRECTOR

A. Assistant Library Director for Committee

IX. FRIENDS OF THE LIBRARY

X. CONCLUSION

A. Short term recommendations

B. Long term recommendations

January 5, 1981

Personnel Committee. Dr. Bannerot, Chairman, and Mr. Stern reported that it was the recommendation of Administration and Chief, Extension Department that the librarian's position, Cross Lanes Branch Library, now vacant, be improved from BRANCH MANAGER to LIBRARIAN I. Mr. Stern stated that the change

would elevate the minimum education requirement from Bachelor's Degree to Master of Library Science degree from an institution accredited by the American Library Association. Additional annual compensation would be approximately $1,200. Additional comments included substantial growth in services, activities and circulation at the Cross Lanes Branch.

Following discussion, upon motion by Dr. Bannerot, seconded by Mr. Kuhns, it was unanimously

> RESOLVED, That the recommendations of Management and Extension to upgrade the position from Branch Manager to Librarian I at the Cross Lanes Branch Library be accepted and become effective January 1, 1981.

Motion carried.

NEW BUSINESS

American Library Association Midwinter Conference. Upon motion of Dr. Wallace, seconded by Mr. Ellis, the following resolution was adopted:

> RESOLVED, That the Library Director be authorized to attend the American Library Association Midwinter Conference to be held in Washington, D. C., January 31-February 5, 1981 and that expenses, not to exceed $525.00 be paid.

Motion carried.

Approval of Bills. The Library Director submitted Book Bills List No. 283 ($23,551.73) and General Bills List No. 283 ($26,116.49) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Rugeley, seconded by Mrs. North, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 281 ($1,101.66) duly certified and approved in

accordance with the Bylaws and on motion by Mrs. Rugeley, seconded by Mrs. North, and duly adopted, it was ordered that the bills set out on the said list be paid.

February, 1981 Library Board Meeting: Changes. Mr. Springer announced changes in Library Board Meeting date and time:

NEW DATE: February 11, 1981

NEW TIME: 3:00 p.m.

The above change, in time, is for this meeting only.

There being no further business, the meeting on motion adjourned.

Donald N. Springer
President

Nicholas Winowich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

FEBRUARY 18, 1981

The regular meeting of the Library Board of Directors of Kanawha County Public Library was held on February 18, 1981 at 3:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Springer
Mrs. Anderson
Dr. Bannerot
Mrs. Brown
Mr. Cheshire
Mr. Ellis
Mr. Jacobson
Mr. Kauffelt
Mrs. Smith
Dr. Wallace

Also present were Mr. Winowich, Library Director, and Mr. Stern, Assistant Director.

Mr. Springer, President, presided. The Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the January 7, 1981 meeting were approved.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of January, 1981. Included were the following:

1. Librarian resignations seem to happen in bunches. There were four within a period of weeks and are noted briefly as follows:

   Extension Department

   a) Bookmobile Librarian returned to Lexington, Kentucky where she lived for many years and where her parents are in residence.

b) Homebound Services Librarian resigned to accept a ministerial position in Williamson, West Virginia.

c) Cross Lanes Branch Library vacancy is expected to be completed before February 28, 1981.

Adult Circulation

a) Audio Visual librarian, with a major in music, accepted a music librarian's position at the University of Georgia.

2. The Kroger store in Marmet, West Virginia gave 150 Christmas candy canes to the Branch Library for distribution to children who visited the facility during the holiday season.

3. Charleston Daily Mail, on January 29, 1981, published an interesting and amusing article on Mrs. Anna Parker, Librarian, Marmet Branch. Copies of the article were distributed to Library Board Members present and is enclosed with the minutes of this meeting.

4. The Library's special program entitled, Famous Autobiographies of the 20th Century, funded by The Humanities Foundation of West Virginia, will begin on March 3, 1981 with a review by Mr. Newton Margolis of Stanley Marcus' book entitled, "Minding the Store, A Memoir." Bookmarks and brochures were distributed to Library Board Members present.

5. The Arthur Hanson and Rae Dorothy Boiarsky Trust Agreement were explained. Mr. Hanson was a former Member and Vice-President of the Library Board of Directors. His son, Dr. Jack Hanson, presented a memorial gift of $5,000.00 in December, 1969 to Kanawha County Public Library. Since that date, the principal generated $2,894.81 which continues to be used to purchase library materials. Mrs. Rae Dorothy Boiarsky, in June, 1971, presented a memorial gift of $1,500.00 in memory of her son Ivor Boiarsky, formerly, Delegate, Kanawha County and Speaker of the House. The Boiarsky gift earned $637.87 interest since that date and continues to be used to purchase library materials.

Reports of Committees.

Budget Committee.

Budget for Fiscal Year 1981/1982. Dr. Wallace, Chairman, Budget Committee, reported that the budget process began in late summer, 1980.

Four persons were involved. They were: President Springer, Dr. Wallace, Mr. Stern and Mr. Winowich. A proposed budget was submitted, subsequently, by Stern/Winowich and then examined by the group on several occasions. Revisions were made. Finally a proposed budget was presented to the Budget Committee. The Budget Committee suggested changes which were included in the final draft of the document and is submitted, now, to the Library Board of Directors for its consideration.

The Budget Committee, Dr. Wallace said, recommended approval of the Budget Document for Fiscal Year 1981/1982 with the following conditions:

1. That a study be made to determine whether there were too many, too few or adequate number of staff positions for the services and functions of the Library.

2. That comprehensive medical/health insurance coverage (as provided through West Virginia Public Employees Insurance Board) be studied to determine whether alternative coverage, at less expense, could be secured.

3. That the group dental and vision assistance plan be approved by the Library Board and that these benefits be extended only to full-time, salaried members of the staff; families of staff are not covered. A summary follows:

SUMMARY OF DENTAL AND VISUAL ASSISTANCE PLAN BENEFITS

Dental Plan

Basis for Payment

Reasonable and customary fees charged by your dentist.

Coverage for various types of treatment.

1. Preventive and diagnostic, i.e., examinations, x-rays, prophylaxis, fluoride treatment, etc. 100%
2. Routine care, i.e., extractions, fillings, oral surgery, anesthesia, etc. 80%
3. Major treatment, i.e., crowns, bridges, dentures, denture repairs, etc. 50%

4. Orthodontic treatments, i.e., braces 50%

Deductibles (Annual)

Preventive and diagnostic treatment None

Routine, major and orthodontic $25

Maximum Coverages

Preventive and diagnostic, routine and major treatment $1,000 (annually)

Orthodontic treatment $1,000 (lifetime)

Optical Plan

Basis for Payment

Vision examinations and corrective lenses and frames according to the following schedules:

1. Vision examinations - $30.00 once every 12 months
2. Lenses and frames

Single vision	- $60.00 once every 24 months
Bifocal	- $69.00 once every 24 months
Trifocal	- $75.00 once every 24 months
Lenticular	- $96.00 once every 24 months
Contact	- $60.00 once every 24 months

4. That further attention be given to the method of payment of unemployment compensation. A proposal will be made that Kanawha County Public Library go re-imbursable (self-insurance).

Afterwards, Mr. Stern presented a detailed analysis of the budget document for fiscal year 1981/1982. Income and Expenditure; Proposed Salary Increases; West Virginia Department of Employment Security, Unemployment Compensation liability, change to Re-Imbursable or Self-Insurance Method; State of West Virginia Grants-In-Aid; Hospitalization grants from West Virginia Library Commission; Dental and Eye Care Insurance; Library Materials Expenditures.

There was considerable discussion including a concern regarding the anticipated 80% increase in unemployment premiums because of the weak financial condition of the fund in West Virginia. It was stated that

Kanawha County Public Library could go reimbursable, that is, self-insure, and expect a substantial saving although not without risk. Afterwards, upon motion by Mr. Kauffelt, seconded by Mr. Ellis, it was unanimously

RESOLVED, That Kanawha County Public Library continue to participate in an Unemployment Compensation Program and that a change be made to the re-imbursable or self-insuring method which would continue to involve the West Virginia Department of Employment Security.

Following further discussion, Mr. Cheshire moved the following amendment to the motion, acceptable to Mr. Kauffelt and to Mr. Ellis,

RESOLVED, That Kanawha County Public Library withdraw, at the last practicable moment, from the West Virginia Department of Employment Security "tax paying method of financing."

Motion carried.

Afterwards, the Library Director, Assistant Director and Miss Ammar were excused from the meeting. Upon their return, Dr. Wallace moved, Dr. Bannerot seconded that the Budget for fiscal year 1981/1982 be adopted. A vote was taken and the motion carried.

Transmittal of Budget to the Board of Education of the County of Kanawha, City of Charleston and County Commission of Kanawha County.

Dr. Wallace moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1981, which has been approved and adopted by the Library Board, be transmitted to the Board of Education of the County of Kanawha by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the Board of Education of the County of Kanawha to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce

its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the Board of Education of the County of Kanawha, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Dr. Bannerot, and upon a vote being taken, the motion carried unanimously.

Dr. Wallace moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1981, which has been approved and adopted by the Library Board, be transmitted to the Mayor and Council of the City of Charleston by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the City of Charleston, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Dr. Bannerot, and upon a vote being taken, the motion carried unanimously.

Dr. Wallace moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1981, which has been approved and adopted by the Library Board, be transmitted to the County Commission of Kanawha County by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the County Commission of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the County Commission of Kanawha County, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Dr. Bannerot, and upon a vote being taken, the motion carried unanimously.

Cash Management. Dr. Wallace reported that Kanawha County Public Library owns one Certificate of Deposit for $155,000.00 purchased, February 17, 1981, from Guaranty Bank, at 16.21% which is expected to earn $963.72 interest when it comes due March 3, 1981. On March 3, 1981, a $125,000.00 Certificate of Deposit would be purchased to mature on March 17, 1981.

Kanawha County Public Library Trust Fund. The Library Director presented a review of two cash gifts invested with Charleston National Bank. He stated that a gift of $5,000.00 was given to Kanawha County Public Library by Professor Jack Hanson as a memorial to his father, Arthur Hanson who

served as member and Vice-President, Kanawha County Public Library Board of Directors. The gift was invested with Charleston National Bank on December 13, 1969 where Mr. Arthur Hanson was a customer of many years. The interest earned, as of January 31, 1981, totaled $2,894.81.

The Library Director also reported that a gift of $1,500.00 was received from Mrs. Rae Dorothy Boiarsky as a memorial to her son, Ivor Boiarsky. Mr. Boiarsky was a member of the West Virginia Legislature and served several terms as Speaker of the House. The gift was invested with Charleston National Bank on June 1, 1971 where Mr. Boiarsky was a member of its Board of Directors. The interest earned, as of January 31, 1981, totaled $637.87.

Kanawha County Public Library, the Library Director reported, was in receipt of a Charleston National Bank letter of January 14, 1981 which requested that a refund of $277.48 be made to the trust because of an overdistribution.

Following discussion, upon motion by Dr. Wallace, seconded by Mr. Cheshire, it was unanimously

> RESOLVED, That the Library Director be and is hereby authorized to refund the $277.48 to the trust at Charleston National Bank from the account of the Kanawha County Public Library/ Finance Committee.

Motion carried.

NEW BUSINESS

Appointments to Committees. The President appointed Mrs. North and Mrs. Rugeley to serve on the following committees:

Mrs. North - Community Service, Long Range Planning and Gifts, Bequests and Endowment.

Mrs. Rugeley - Building and Grounds, Personnel and Gifts, Bequests and Endowment.

The President appointed Mr. Ellis to serve as Chairman, Special Resources.

Library Appreciation Day Dinner. Mr. Ellis, Member, Legislative Committee, West Virginia Library Association reported that a large audience was expected to attend the 8th Annual Library Appreciation Day Dinner on March 3, 1981 honoring Governor John D. Rockefeller, IV and members of the 65th West Virginia Legislature. Senator Sam J. Irvin, North Carolina, was scheduled to be the featured speaker. The Governor, in his State of the State Message, recommended that grants-in-aid be improved from $1.54 to $3.00 and that 2½ million dollars be spent for public library construction. Mr. Ellis said that library board members, staff and friends were invited to attend.

Mr. Ellis also reported that Charleston, West Virginia, was being considered as a possible conference site for 1982.

Approval of Bills. The Library Director submitted Book Bills List No. 284 ($32,347.77) and General Bills List No. 284 ($33,550.77) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Cheshire, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 282 ($1,246.36) duly certified and approved in accordance with the Bylaws and on motion by Mrs. Brown, seconded by

Mrs. Anderson, and duly adopted, it was ordered that the bills set out on the said list be paid.

March, 1981 Library Board Meeting Change. Mr. Springer announced that the Library Board Meeting date for March 1981 has been changed:

NEW DATE: March 11, 1981

There being no further business, the meeting on motion adjourned.

President

Secretary

BUDGET 1981/1982
KANAWHA COUNTY PUBLIC LIBRARY

OPERATING AND MAINTENANCE EXPENSES		
Salaries		
Librarians	$ 462,532	
Clericals	587,206	
	$1,049,738	
Library Materials		
Binding	$ 3,311	
Books (incl. Freight In)	160,490	
Audio-Visual	12,097	
Periodicals	27,550	
	$ 203,448	
Other Expenses		
Salaries - Building	$ 68,527	
Social Security	73,700	
Health Insurance	74,350	
Supplemental Personnel Costs	18,300	
SubTotal-Other Personnel Costs	$ 234,877	
Building Supplies	6,000	
Furniture and Equipment	2,000	
Comprehensive Insurance	13,500	
Miscellaneous	8,000	
Office and Library Supplies	33,500	
Processing Costs	26,000	
Repairs and Maintenance	11,400	
Service Contracts	29,750	
Travel	5,130	
Utilities	75,990	
Vehicles - Operating and Maintenance	8,600	
	$ 454,747	
TOTAL OPERATING EXPENSES		$1,707,933
OTHER CAPITAL SUPPORT		
Building Purchase Contract		25,697
TOTAL BUDGET-KCPL		$1,733,630
OTHER LIBRARIES		
Nitro and Clendenin		9,820
GRAND TOTAL		$1,743,450

Other Income		
Cross Lanes	$ 2,500	
Dunbar	15,000	
Elk Valley	3,500	
Glasgow	-0-	
Marmet	2,561	
St. Albans	17,646	
Sissonville	3,943	
Miscellaneous	36,000	
Interest	12,396	
Accumulated Balances	33,496	
State Grant-In-Aid	260,115	
TOTAL - OTHER INCOME	$ 387,157	
Appropriated Funds		
Board of Education	$ 583,065	
County Commission	583,065	
City of Charleston	190,163	
TOTAL - APPROPRIATED FUNDS	$1,356,293	
GRAND TOTAL		$1,743,450

KANAWHA COUNTY PUBLIC LIBRARY

SALARIES - LIBRARIANS

Position	Employee	Monthly Salary	Annual Salary
Branch Librarian, Clendenin	Jean Andrews	$1,117	$13,404
Branch Librarian, Glasgow/Marmet	Anna Parker	1,117	13,404
Branch Librarian, Sissonville	Daisy Stemple	1,117	13,404
Branch Librarian, Cross Lanes		1,167	14,004
Children's Librarian	Pamela Stebbins	1,167	14,004
Circulation Librarian	Eugene Fleisher	1,167	14,004
Circulation Librarian	Lois Leasure	1,167	14,004
Extension Librarian		1,167	14,004
Children's Librarian, Branch, SA	Joellen Risacher	1,220	14,640
Circulation Librarian	John Kelly	1,220	14,640
Extension Librarian	Ebtisam Habek	1,220	14,640
Branch Librarian, Elk Valley	Denise Sticha	1,272	15,264
Homebound Librarian		1,275	15,300
Circulation Librarian		1,275	15,300
Branch Librarian, Dunbar	Stephen Crowley	1,390	16,680
Chief, Children's Librarian	Kathleen Whalin	1,390	16,680
Processing Librarian	Claudia Benton	1,393	16,716
Reference Librarian	Gretchen Schwinger	1,393	16,716
Chief, Circulation Librarian	Sara Sue Wright	1,450	17,400
Branch Librarian, St. Albans	Marguerite Palmer	1,453	17,436
Reference Librarian	Frances Gerard	1,456	17,472
Chief, Reference Librarian	June Martin	1,554	18,648
Chief, Processing Librarian	Ruth Figgatt	1,732	20,784
Chief, Extension Librarian	Jo Ellen Flagg	1,805	21,660

SALARIES - LIBRARIANS

Position	Employee	Monthly Salary	Annual Salary
Assistant Director	Joel Stern	$2,153	$25,836
Director	Nicholas Winowich	3,041	36,492
SUB-TOTAL			$442,536
HOURLY			
Regularly Scheduled		Hourly	4,500
Substitutes		Hourly	6,690
Sunday Service		Hourly	8,806
SUB TOTAL			$ 19,996
GRAND TOTAL			$462,532

KANAWHA COUNTY PUBLIC LIBRARY

SALARIES - CLERICALS

Position	Employee	Monthly Salary	Annual Salary
Junior Clerk, St. Albans	Cathie Jensen	$ 664	$ 7,968
Junior Clerk, Cross Lanes	Karen Miller	694	8,328
Junior Clerk, Dunbar	Wanda Good	694	8,328
Junior Clerk, Dunbar	Rosalind Reid	694	8,328
Junior Clerk, Dunbar	Shirley Williams	694	8,328
Junior Clerk, Circulation	Angela Harper	694	8,328
Junior Clerk, Circulation	Karen Linville	694	8,328
Junior Clerk, Extension	Jane Broadwater	694	8,328
Junior Clerk, Extension	Sonjia Fleck	694	8,328
Junior Clerk, Processing	Barbara Jackson	694	8,328
Junior Clerk, Processing	Sharon Megginson	694	8,328
Junior Clerk, Elk Valley	Shirley Smyth	726	8,712
Junior Clerk, St. Albans	Barbara Riley	726	8,712
Junior Clerk, Administration	Alfreda Jackson	726	8,712
Junior Clerk, Children's	Mary Burgess	726	8,712
Junior Clerk, Children's	Arbutus Glenn	726	8,712
Junior Clerk, Children's	Janice Staab	726	8,712
Junior Clerk, Circulation	Jerri Fittro	726	8,712
Junior Clerk, Circulation	Maureen Glasford	726	8,712
Junior Clerk, Circulation	Paula McCormick	726	8,712
Junior Clerk, Extension	Brian Diller	726	8,712
Junior Clerk, Extension	Phyllis Jordan	726	8,712
Junior Clerk, Processing	Darlena Harris	726	8,712
Junior Clerk, Extension	Arrietta Burgess	759	9,108

SALARIES - CLERICALS

Position	Employee	Monthly Salary	Annual Salary
Junior Clerk, Circulation	William McDowell	$ 776	$ 9,312
Junior Clerk, Circulation	J. Edward Topliff	793	9,516
Special Clerk, Administration	Janet Adams	811	9,732
Special Clerk, Marmet	Traletta Wallace	811	9,732
Special Clerk, Sissonville	Janie Derrick	811	9,732
Junior Clerk, St. Albans	Victoria Price	829	9,948
Junior Clerk, Extension	Nancy Pennington	829	9,948
Junior Clerk, Circulation	Mary Jo Jackson	829	9,948
Junior Clerk, Circulation	Sara Meadows	848	10,176
Junior Clerk, Extension	Mary Frances Lee	848	10,176
Senior Clerk, Processing	Susan Ferguson	857	10,284
Senior Clerk, Processing	Mary Penn	857	10,284
Senior Clerk, Processing	Vicki Townsend	857	10,284
Senior Clerk, Processing	Kathryn Nida	877	10,524
Special Clerk, Dunbar	Mary Hermansdorfer	886	10,632
Special Clerk, Glasgow	Maria Porter	886	10,632
Senior Clerk, Extension	Jay Pauley	896	10,752
Senior Clerk, Processing	Sandra Trimble	896	10,752
Senior Clerk, Reference	Onnalee Arcuri	896	10,752
Special Clerk, Cross Lanes	Sandra Sue Copen	926	11,112
Special Clerk, Elk Valley	Nova Casto	926	11,112
Special Clerk, St. Albans	Bridget Herndon	926	11,112
Messenger	Robert F. Henson	958	11,496
Special Clerk, Children's	Betty Jane Harper	990	11,880
Special Clerk, Circulation	Cortez Johnson	990	11,880

SALARIES - CLERICALS

Position	Employee	Monthly Salary	Annual Salary
Special Clerk, Extension	Franca Martin	$ 990	$11,880
Financial Clerk, Administration	Virginia Banning	1,001	12,012
Mobilibrary Driver	Ronald Finney	1,046	12,552
Library Associate, Acquisition	Mae Thomas	1,181	14,172
Admin. Assistant/Office Manager	Lorena Ammar	1,473	17,676
SUB-TOTAL			$534,900
HOURLY			
Regularly Scheduled		Hourly	43,842
Sunday Service		Hourly	8,464
SUB-TOTAL			$52,306
GRAND TOTAL			$587,206

Library Materials

Books

Boys and Girls	$ 13,250
Circulation	35,400
Extension	36,340
Reference	20,000
Cross Lanes	6,700
Dunbar	11,250
Elk Valley	7,200
Glasgow	4,700
Marmet	4,750
St. Albans	12,000
Sissonville	5,900
	$157,490
Audio Visual	12,097
Binding	3,311
Periodicals	27,550
Freight In	3,000
	$203,448

SALARIES - BUILDING

Position	Employee	Monthly Salary	Annual Salary
Custodian	Spurgeon Hankins	$ 664	$ 7,968
Custodian	Emanuel F. Robinson	694	8,328
Custodian	Arthur C. Long	726	8,712
Custodian	James George	829	9,948
Building Superintendent	James L. Thomas	1,350	16,200
SUB-TOTAL			$51,156
HOURLY			
Regularly Scheduled (at Branches)		Hourly	16,336
Sunday Services		Hourly	1,035
SUB-TOTAL			$17,371
GRAND TOTAL			$68,527

Social Security

Calendar 1981 Contributions - 6.65% on earnings up to $29,700	$73,700
Calendar 1982 Contributions - 6.70% on earnings up to $31,800	

Health Insurance

West Virginia Public Employee Insurance	$67,800
Dental and Eye Care Insurance	6,550
	$74,350

Supplemental Personnel Costs

Workmen's Compensation	
Amount based on Class P-7 (all employees except building staff and Mobilibrary drivers); est. rate $0.32/$100	$ 3,280
Amount based on Class K-4 employees (building staff); est. rate $1.54/$100	1,070
Amount based on Class G-11 employees (Mobilibrary drivers); est. rate $7.66/$100	950
	$ 5,300
West Virginia Unemployment - Reimbursement Allowance	5,000
Work Study Programs	3,400
Security Officers	4,200
Personal Services Contracting	400
	$18,300

Building Supplies

Flourescent tubes and incandescent lamps	$2,500
Wax, steel buffing pads, brooms, mops, soap, paper towels, tissues and other items	3,500
	$6,000

Furniture and Equipment

Unspecified	$2,000

Comprehensive Insurance

Comprehensive Insurance	$13,500

Miscellaneous

Legal advertising	$ 200
Audit	4,000
Refunds on lost books - paid	500
Petty Cash Disbursements	1,000
Membership	900
Interview Expenses	150
Printing	250
Library Programs	1,000
	$8,000

Office and Library Supplies

Office Supplies	
Masters, inks, pencils, paper, stationery, printed forms and other supplies	$11,000
Library Supplies	
Catalog cards, book pockets, book cards, mending supplies, indentification cards, plastic book bags and other supplies	13,500
Postage	
Postal cards, stamped envelopes and stamps	9,000
	$33,500

Processing Services

Data Bank Accessing	$12,000
Catalog Cards	10,504
Maintenance	396
Communications - Phone Lines and Data Set	2,400
PRLC Dues	700
	$26,000

Repairs and Maintenance

General repairs and maintenance	$11,400

Service Contracts

Office Machines	$ 7,100
Library Machines	5,700
Elevators (3)	6,800
Air Conditioning	3,300
Other	750
Rentals	6,100
	$29,750

Travel

Director and staff members to attend West Virginia Library Association Fall Meeting at Greenbrier	$ 960
Director to attend American Library Association annual Summer Meeting at San Francisco	1,130
Staff Development, Workshops and Seminars	1,840
Director to attend monthly PRLC Meetings	1,200
	$5,130

Utilities

Electricity	$44,350
Fire Service Fee, Charleston	5,800
Gas	8,000
Sewerage	1,800
Telephone	11,850
Water	4,190
	$75,990

Vehicles - Operating and Maintenance

Gasoline, oil and lubrication for Mobilibrary, truck and station wagon	$6,000
Mobilibrary - maintenance	1,100
Other Vehicle - maintenance	1,500
	$8,600

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MARCH 11, 1981

The regular meeting of the Library Board of Directors of Kanawha County Public Library was held on March 11, 1981 at 4:00 p. m. in the Board Room of the Library.

The following members were present:

Mr. Springer
Mrs. Anderson
Mrs. Glasser
Mr. Kauffelt
Mr. Kuhns
Mrs. North
Mr. Ray
Mr. Santrock
Dr. Wallace

Also present were Mr. Aaron Rapking, Mr. Winowich, Library Director and Mr. Stern, Assistant Library Director.

The President welcomed Mr. Rapking.

Mr. Springer, President, presided. The Library Director served as Secretary. The Secretary reported that a quorum was present.

Copies of the minutes of the February 18, 1981 meeting, not mailed previously, were distributed to the Library Board members present. Copies will be mailed to the Library Board members who were not present. The minutes of the February 18, 1981 meeting are scheduled to be approved at the meeting of April 8, 1981.

Correspondence. The President reported that the Library Director received a letter from Mrs. Hester Brown dated February 24, 1981. It reads as follows:

"February 24, 1981

"Dear Nick,

"In June 1981, I shall have been a member of the Kanawha County Library Board for 30 years and feel that that will be a good time to turn over my membership to some one else.

"I have enjoyed my Board membership very much and shall miss my association with you all.

"I hereby tender my resignation from the Library Board on or before June 1981.

"Sincerely yours,

/s/ Hester N. Brown

Hester N. Brown"

Discussion followed. No action was taken at this time.

The President reported that the Library Director was in receipt of a letter dated March 2, 1981 from Richard A. Robb, Mayor, City of South Charleston. It reads as follows:

"March 2, 1981

"Nicholas Winowich, Director
Kanawha County Public Library
Corner Capitol & Quarrier Streets
Charleston, West Virginia 25301

"Dear Mr. Winowich:

"Council representative, Sally O'Neil, has asked about the possibility of the South Charleston Library being merged into the County system. I know that this has been discussed in the past.

"However, I would appreciate your informing the city of the ramifications and possibilities for this merger. In this way, I shall be able to inform Mrs. O'Neil and others who may be concerned.

"Sincerely yours,

/s/ Richie Robb

Richard A. Robb
Mayor

"RAR:cw"

Discussion followed. Afterwards, the Robb inquiry was referred to the Committee on Long Range Planning, Helen Smith, Chairman.

The President also reported that a letter was mailed to the City of St. Albans, Mr. Homer Sweeney, Chairman, Finance Committee, for the purpose of reviewing St. Albans' contribution in support of the operation and maintenance of the St. Albans Branch Library.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of February, 1981. Included were the following:

1. The Library's book review programs, eight in number, have met with artistic and numerical success. Management is pleased with its reception and response. The first two events attracted 93 persons; 42 and 51 respectively. The audience is from the adult, out-of-school population, anxious and excited to become a part of examining outstanding biographies of the 20th Century.

2. Appalachian Power Company has asked the Public Service Commission of West Virginia to discontinue the favorable, discount, School Service Rate charged boards of education and public libraries. The School Service Rate is an advantage to Kanawha County Public Library which results in an annual savings of approximately $10,000.00.

3. Miss Margaret (Peggy) Karkos, a resident of North Kingstown, Rhode Island, and a 1980 graduate of Catholic University of America, with a Master of Science in Library Science, will be employed Librarian, Cross Lanes Branch, effective March 10, 1981. Miss Karkos was discovered at the Mid-Winter Conference of the American Library Association held in Washington, D. C. Subsequent interviews, references and visitations to Charleston were very favorable.

4. An unknown person or persons unlawfully entered the St. Albans Branch Library after closing hours on Thursday, February 26, 1981 and absconded with approximately $250.00; of which $200.00 was copier money expected to be deposited the following day. The balance of $50.00 was accumulated from fines paid on overdue materials. Police and insurance carrier are investigating. Locks have been changed. New procedures have been adopted which would reduce amount of dollars kept on premises. This robbery was the first of its kind since the Branch was opened to the public in December, 1963.

Reports of Committees.

Budget Committee.

Cash Management. Dr. Wallace reported that Kanawha County Public Library owns one Certificate of Deposit for $125,000.00 purchased from Kanawha Banking and Trust on March 3, 1981 at 14.70% which is expected to earn $714.58 interest when it becomes due on March 17, 1981. A Certificate of Deposit of $200,000.00 will be purchased on March 17, 1981 to mature April 3, 1981 . A Certificate of Deposit of $115,000.00 will be purchased on April 3, 1981 to mature April 17, 1981.

Correction in Salary List for Fiscal Year 1981/1982. Dr. Wallace, Chairman, reported that the position of Barbara Jackson had been incorrectly listed in the Budget Document for 1981/1982 as a Junior Clerk at an annual salary of $8,328.00. Barbara Jackson, he said, should have been listed as a Senior Clerk at an annual salary of $8,808.00. Following discussion, upon motion by Dr. Wallace, seconded by Mr. Santrock, it was unanimously passed that the Salary List be corrected to include Barbara Jackson as a Senior Clerk at an annual salary of $8,808.00.

Budget Hearing at Kanawha County Commission. The President reported that a Budget Hearing at the Kanawha County Commission would be held on Tuesday morning, March 17, 1981 at 10:30 a. m. The Library, he stated, would be represented by Dr. Wallace, Mr. Winowich, Mr. Stern and himself.

Unemployment Compensation Liability. Mr. Stern reported that he held conversations with Mr. J. R. Lemasters, Assistant Director, West Virginia Department of Employment Security regarding the decision reached by the Library Board to change, "...at the last practicable moment," from the present tax method of funding the Library's Unemployment Compensation Liability. Mr. Lemasters

advised Mr. Stern that Kanawha County Public Library could change to the "Reimbursable," or self-insured method, only on the first of each calendar year. Mr. Lemasters said that the Library had the choice of making the move retroactive to January 1, 1981 or waiting until January 1, 1982. Mr. Stern said that a change was not irrevocable; that the Library could re-enter the tax method of funding after a mandatory absence of two years. Mr. Stern recommended that the change be made effective January 1, 1981 to capture the probable savings as quickly as possible and at a time when it was believed that there would be low turnover.

After discussion, upon motion by Mr. Kauffelt, seconded by Mr. Kuhns, it was unanimously

RESOLVED, That Kanawha County Public Library continue to participate in an Unemployment Compensation Liability program and that a change be made, effective January 1, 1981, to the reimbursable or self-insuring method which would continue to involve the West Virginia Department of Employment Security.

Motion carried.

Valuations. Mr. Stern reported that the maximum mandated amount available from the three levying authorities (Kanawha County Schools, Kanawha County Commission and the City of Charleston) for fiscal year 1981/1982 was improved by approximately $65,000.00. Assessed valuations were filed March 6, 1981 by G. Kemp Melton, Assessor.

Library Appreciation Day Dinner. In the absence of Mr. Ellis, Chairman, Special Resources Committee and Member, Legislative Committee, West Virginia Library Association, the Library Director reported. The Library Appreciation Dinner is sponsored by West Virginia Library Association to honor the governor and legislators and was held on March 3, 1981 at the Charleston Civic Center. The following statistics were cited:

796 persons attended

44 residents of Kanawha County (librarians, trustees and friends were present)

13 Kanawha County legislators attended.

The occasion permitted attendees to discuss Grant-In-Aid ($3.00 per capita) and Library Construction ($2½ million).

Senator Sam J. Irvin was the featured speaker who delighted his audience.

Aaron Rapking's Visit. The President introduced Mr. Aaron Rapking, formerly Assistant Superintendent, Budget and Finance, Kanawha County Schools; and, formerly, Assistant State Superintendent, Finance and Administration, West Virginia Department of Education. The President stated that Mr. Rapking has accepted an invitation to prepare an accounting manual which would describe accounting procedures and, in effect, become a written statement on handling receipts and expenditures. Mr. Rapking stated that he had met with the Library Director and his staff on several occasions to discuss the document; its preparation and contents. The "game plan," he said, was expected to do the following:

1. Tentative draft to be submitted to Budget Committee for its consideration and evaluation.

2. A final draft, for comment, was expected to be made available to the Auditor who suggested, in their management letter of October 27, 1980, that such guidelines become policy upon approval of the Library Board of Directors.

3. Final action and adoption of the Accounting Manual by the Library Board.

There was discussion afterwards.

NEW BUSINESS

Amnesty Period on Fines. Mr. Stern asked for authorization to have an amnesty period on fines during National Library Week April 5-11, 1981 for the

purpose of encouraging the return of overdue materials. He stated that one was held in 1967 and again in 1978 with great success and good will. Mr. Stern informed the Library Board that an amnesty period should be held periodically rather than annually.

After discussion, upon motion by Mr. Ray, seconded by Mr. Kauffelt, it was unanimously

RESOLVED, That the Library Director be and is hereby authorized to have an amnesty period on overdue fines during National Library Week, April 5-11, 1981.

Motion carried.

University of Kentucky, College of Library Science. The President reported that a Seminar on "Developing an Effective Volunteer Program for Libraries" would be held on April 3-4, 1981 at the University of Kentucky, College of Library Science. He stated that the Library Director had asked for authorization to send Mrs. Helen Smith, Member, Library Board of Directors, and Mrs. Denise Sticha, Branch Librarian, Elk Valley Library. After discussion, and upon motion by Dr. Wallace, and seconded by Mrs. North, it was

RESOLVED, That the expenses of Helen Smith and Denise Sticha not to exceed $250.00 be paid for attendance at the Seminar held at the University of Kentucky.

Motion carried.

West Virginia University, Extension and Continuing Education Division. The President also reported that a Seminar on "Reduction of Employee Turnover Through Successful Interviewing" sponsored by the West Virginia University would be held on April 30, 1981. He stated that the Library Director had asked for authorization to send Joel Stern, Assistant Director. After discussion, and upon motion by Mrs. Glasser, and seconded by Mrs. Anderson, it was unanimously

RESOLVED, That the expenses of Joel Stern not to exceed $150.00 be paid for attendance at the Seminar sponsored by the West Virginia University, Extension and Continuing Education Division.

Motion carried.

Approval of Bills. The Library Director submitted Book Bills List No. 285 ($23,195.79) and General Bills List No. 285 ($14,491.86) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. North, seconded by Mrs. Anderson, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 283 ($1,065.56) duly certified and approved in accordance with the Bylaws and on motion by Mrs. North, seconded by Mrs. Anderson, and duly adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Construction Account - Marmet (Outpost) Library. Mr. Kuhns moved that the payment as submitted be approved. It is recorded as follows:

Wayne Heating and Air Conditioning Co. $449.75

The motion was seconded by Mr. Santrock, and, upon a vote being taken, it was carried.

April, 1981 Library Board Meeting Change. Mr. Springer announced that the next Library Board Meeting would be held as follows:

April 8, 1981 at 4:00 p. m.

There being no further business, the meeting on motion adjourned.

President

Nicholas Wisnovich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

APRIL 8, 1981

The regular meeting of the Library Board of Directors of Kanawha County Public Library was held on April 8, 1981 at 4:00 p. m. in the Board Room of the Library.

The following members were present:

Dr. Wallace
Mrs. Anderson
Dr. Bannerot
Mr. Ellis
Mr. Fisher
Mr. Kauffelt
Mrs. North
Mrs. Rugeley
Mrs. Smith

Also present were Mr. Winowich, Library Director and Mr. Stern, Assistant Library Director.

In the absence of Mr. Springer, President, Dr. Wallace, First Vice-President, presided. The Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the February 18, 1981 and March 11, 1981 meetings were approved.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of March, 1981. Included were the following:

1. The retirement of Mrs. Hester Brown, submitted to the Library Board at its meeting of March 11, 1981, was not acted upon. There was discussion afterwards.

2. Public library legislation, before the 65th Legislature, remains unresolved. Current status is as follows:

   Senate

   Grant-In-Aid - $3.00 per capita (Same as recommended by Governor)

   Public Library Construction - Zero

   House

   Grant-In-Aid - $2.00 per capita

   Public Library Construction - $1½ million (Down from $2½ recommended by Governor)

3. One of our very big concerns, at the main Library in Charleston, is the problem patron who is the cause for "heartburn" frustration, anxiety and sometimes fear. Mr. Stern will speak on the subject, later at this meeting, to propose a code of patron behavior.

4. An inquiry was addressed to the State Tax Department of West Virginia, Local Government Relations Division, for the purpose of relieving a member of the Library Board of Directors from initialing bills since Members feel that such a routine is time consuming and may be an unnecessary formality.

5. The Library's Famous Autobiographies of the 20th Century book reviews, partially funded by the Humanities Foundation of West Virginia, continues "to play" before large audiences. The John V. Ray Room seats 60 persons. Our average attendance totals 39.5 satisfied patrons.

6. The following librarian positions were filled:

   a) Adult Circulation (Film Librarian). Zetta "Peggy" Walker, previously employed January, 1973 - September, 1977.

   b) Cross Lanes Branch Library. Margaret "Peggy" Karkos, recently graduated, Catholic University of America, Library School.

7. Plantings (some trees and shrubs) will be replaced by the contractor at the Sissonville Instant Library site because they were unable to survive the winter of 80/81. Plantings (trees, shrubs and grass) are scheduled to be completed in April, 1981 at the Marmet Outpost Library site.

Reports of Committees.

Budget Committee.

Cash Management. Dr. Wallace reported that Kanawha County Public Library owns one Certificate of Deposit for $115,000.00 purchased from Kanawha Valley Bank on April 7, 1981 at 14.52% which is expected to earn $457.48 interest when it becomes due on April 17, 1981. A Certificate of Deposit of $115,000.00 will be purchased on April 17, 1981 to mature April 21, 1981. A Certificate of Deposit of $175,000.00 will be purchased on April 21, 1981 to mature on April 28, 1981. A Certificate of Deposit of $100,000.00 will be purchased on April 28, 1981 to mature on May 12, 1981. A Certificate of Deposit of $80,000.00 will be purchased on May 5, 1981 to mature on May 12, 1981.

Unexpended Balance. Mr. Stern reported that a recent observation will show an Unexpended Balance of approximately $23,000.00 created by underspending in such accounts as salaries (unfilled vacancies) and other expenses. Mr. Stern recommended that the carpeting on the first floor be replaced ($10,000.00 est.) and the balance ($13,000.00) be expended to purchase books. Discussion followed. Afterwards, upon motion by Dr. Bannerot, seconded by Mrs. Anderson, it was

RESOLVED, That the unexpended balance be used as needed for the purchase of books, operating expenditures and for such other library purposes as authorized by the Library Board.

There was additional discussion. Later, it was moved by Mrs. Smith, seconded by Mr. Ellis that the motion be tabled. Motion passed.

West Virginia Library Commission Special Project Request. The Library Director reported that Kanawha County Public Library would submit its annual special grant application to the West Virginia Library Commission. The requests would seek to obtain available Library Service and Construction Act funding for such other needs and purposes as:

Library Materials (Books, filmstrips, audio cassettes, microfilm and phonograph records)

Library Furniture (Shelving and Charging Desk with Special Components)

Library Equipment (Mini-Computer and video recorder)

Full amount of request is seldom, if ever, awarded. Grants in the three preceding years, he noted, were as follows:

	Grant Request	Amount Approved
1978 -	$ 64,777	$25,200
1979 -	$ 50,034	$23,239
1980 -	$216,625	$43,835

There was discussion afterwards.

Finance Committee Cash Management. Mr. Stern reported that Kanawha County Public Library, Finance Committee, invested $37,000.00 of non-appropriated funds in three 182-day Money Market Certificates from Kanawha Valley Bank at an interest rate of 11.531%. Purchased were two certificates at $10,000.00 each and the third certificate at $17,000.00. The assets, he said, are as follows:

Money Market Certificates	$37,000.00
Interest on above to be received 4/16/81	2,127.39
Savings Account	2,059.60
Total	$41,186.99

Mr. Stern recommended that 182-day Money Market Certificates be purchased in the amount of $39,000.00 upon maturity of the presently held certificates.

Following discussion, upon motion by Mrs. Anderson, seconded by Mrs. Smith, it was unanimously

> RESOLVED, That the Treasurer of the Library Board be and is hereby authorized to invest $39,000.00 to the account of Kanawha County Public Library Finance Committee in two (2) 182-day Money Market Certificates of Deposit of $10,000.00 each and one (1) Money Market Certificate of Deposit in the amount of $19,000.00 effective April 16, 1981.

Motion carried.

NEW BUSINESS

Library Board Membership. The Vice-President reported that membership terms of Mrs. Glasser, Mr. Springer and Dr. Wallace were scheduled to expire on June 30, 1981. He stated that the President would appoint a Library Board Membership Committee to consider and recommend nominations for the Library Board of Directors.

Problem Patron. At the request of Mr. Ellis, Mr. Stern reported that Kanawha County Public Library needs to post rules and regulations regarding patron behavior within library facilities so that Library staff could deal more effectively with disruptive situations created by some patrons. The general problem, while by no means acute, is greater at the Main Library than at the branches because of the "Summer Street crowd" and an influx of borderline mentally ill people who have been de-institutionalized. It is necessary to post rules, Mr. Stern added, to reduce the possibility of arbitrary action by Library staff in attempting to maintain a comfortable, safe and peaceful atmosphere for everyone within the Library. Copies of the statement were distributed to members present and which reads as follows:

CODE OF PATRON BEHAVIOR

It is the policy of the Board of Directors of Kanawha County Public Library that all necessary steps be taken to assure patrons and staff that they will find the facilities of Kanawha County Public Library peaceful, comfortable, and safe places in which to read, study, browse or work.

To implement this policy, the following Code of Patron Behavior is adopted and shall remain in force until modified by the Library Board of Directors.

1. Respect for the rights of other library users shall prevail at all times. This is the keystone of the Code of Patron Behavior.

2. All library materials must be properly charged out.

3. When the security gate locks, or for other probable cause, all briefcases, oversize purses, carryalls and luggage are subject to inspection before the patron leaves the building.

4. Disruptive behavior is prohibited, including, but not limited to the following:

    A. Physical action or the threat of physical action that could cause injury to patrons or staff or damage to library property.

    B. Verbal abuse toward patrons and/or staff.

    C. Obscene language.

    D. Extended loud speaking or noise that is disruptive to patrons and/or staff.

        1. When a group of patrons, seated together, is the source of unacceptable noise levels, such patrons may be asked to reseat themselves so that no more than two or three are seated at one table.

    E. Lewd or suggestive words or actions to patrons and/or staff.

    F. Voyeurism and/or exhibitionism.

G. A repeated pattern of idle behavior in the building that is disturbing or threatening to patrons and/or staff.

H. A pattern of napping or sleeping.

I. Actions suggesting the influence of alcholic, narcotic, hallucinogenic or other controlled substances.

J. Running and/or rough-housing in the Library Building.

5. Patrons shall not bring food and beverage into the building nor consume the same within the building.

6. Use of public restrooms for such other purposes as shaving, washing/drying clothes, etc., is prohibited.

7. Patrons shall not smoke within the building.

8. Pets may not be brought into building except for seeing eye dogs and/or for special events.

9. Any adult entering the Library must wear a shirt and shoes. Children without shirt and/or shoes may enter but not stay for more than a few minutes.

10. Commission of any offense which would constitute a misdemeanor or felony under the criminal laws of the City of Charleston or State of West Virginia is prohibited.

In the event of a violation of this Code of Behavior, sanctions may be in the form of a warning or a request to leave the library building or a call to the police or other legal action as, in each instance, seems most appropriate.

CODE OF PATRON BEHAVIOR

CHILDREN'S DEPARTMENT

A SUPPLEMENT

1. Adults unaccompanied by children may not use the Children's Department as a general reading or study area. This rule may be waived by the Department Head under special circumstances.

2. A parent or other adult accompanying a child or children in the Library is expected to prevent the child from running loose, making excessive noise, pulling books from shelves or otherwise behaving disruptively. If the parent or accompanying adult cannot control the behavior of the child, both will be asked to leave the Library.

3. The Children's Department is not meant to be a substitute baby-sitter. Children unaccompanied by parent(s) or other adult(s) are welcome to remain in the department as long as desired provided the child is busy reading, writing, doing school/library work. Children who become boisterous, undisciplined or uncontrollable, may be asked to leave and/or parent/guardian notified to pick up the child as soon as possible.

After discussion, upon motion by Mrs. Smith, seconded by Mrs. Rugeley, it was

RESOLVED, That Kanawha County Public Library adopt a statement of policy entitled, CODE OF PATRON BEHAVIOR.

The motion carried.

Approval of Bills. The Library Director submitted Book Bills List No. 286 ($21,433.67) and General Bills List No. 286 ($13,429.70) duly certified and approved in accordance with the Bylaws, and on motion by Dr. Bannerot, seconded by Mr. Fisher, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 283 ($1,243.26) duly certified and approved in accordance with the Bylaws and on motion by Dr. Bannerot, seconded by Mr. Fisher, and duly adopted, it was ordered that the bills set out on the said list be paid.

There being no further business, the meeting on motion adjourned.

First Vice-President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MAY 6, 1981

The regular meeting of the Library Board of Directors of Kanawha County Public Library was held on May 6, 1981 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Springer
Mrs. Brown
Mr. Cheshire
Mr. Ellis
Mr. Kuhns
Mrs. North
Mr. Ray
Mrs. Rugeley
Mrs. Smith

Also present were Mr. Winowich, Library Director and Mr. Stern, Assistant Library Director.

Mr. Springer, President, presided. The Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the April 8, 1981 meeting were approved.

Correspondence. The President reported that the Library Director received a letter from Mr. Gary L. Ellis dated April 29, 1981. It reads as follows:

"April 29, 1981

"Mr. Nicholas Winowich, Director
Kanawha County Public Library
Charleston, W. Va. 25301

"Dear Nick

"At the end of May, my family and I will be moving to Sarasota, Florida where I will be Executive Vice President of the Ellis Bank & Trust.

"As you know, library work is special to me. I have enjoyed the opportunity of being associated with the Directors and employees of the Kanawha County Public Library. Best wishes for continued success in your important service to the Community.

"Please accept this letter of resignation effective at the close of the May meeting.

"Kindest regards.

"Sincerely,

/s/ Gary L. Ellis
Gary L. Ellis"

After discussion, it was regularly moved, seconded and carried that Mr. Ellis' resignation be accepted with reluctance and regret.

Mrs. Hester N. Brown: A Tribute. The President reported that Mrs. Hester N. Brown announced, by letter of February 24, 1981, that she was planning to retire from Kanawha County Public Library Board of Directors. A letter of resignation, he said, was submitted to the Library Board at its meeting held on March 11, 1981. However, no action was taken. The President then asked the Library Director to read a Special Resolution of Tribute addressed to Hester N. Brown. Conversation followed. Afterwards, upon motion by Mrs. North, seconded by Mrs. Smith, it was resolved that Mrs. Brown's retirement from the Library Board of Directors be accepted with reluctance and regret and that the following resolution be spread upon the minutes of this meeting:

WHEREAS, Hester N. Brown has faithfully and unselfishly served Kanawha County Public Library as a member of its Board of Directors for 30 years; and

WHEREAS, Hester N. Brown has strengthened this Board and furthered the progress of this institution by her lively interest and wise counsel; and

WHEREAS, Hester N. Brown wanted only the best reading experiences for all users of the Kanawha County Public Library, therefore

BE IT RESOLVED, That we accept the retirement of Hester N. Brown with reluctance and regret and in so doing record this expression of affection and appreciation for her services to Kanawha County Public Library, its Library Board of Directors, Staff and our Community; and

RESOLVED FURTHER, That the resolution be spread upon the minutes of this meeting for a permanent record and that a copy be sent to our friend and colleague with the hope and prayer that the days, months and years continue to be eventful, worthwhile, enjoyable and lived in good health.

Motion carried.

The President, on behalf of the Library Board, presented a polished pewter tray which carried the following inscription:

Kanawha County Public Library

HESTER N. BROWN

Board of Directors

1951 - 1981

A reception was held and refreshments were served following expressions of appreciation, rememberance and affection.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of April, 1981. Included were the following:

1. Famous Autobiographies of the 20th Century, a series of nine book review programs, partially funded by The Humanities Foundation of West Virginia, was concluded successfully on April 28, 1981. Audience numbers ranged from a high of 54 to a low of 26 in a room which seats 60 persons. Audience reaction was unanimously appreciative. Audience membership included library board members, housewives and Senior Americans - retired chemists, teachers, librarians, social workers, ministers and bankers. The pleasant surprise, throughout the series, was the visibility and interest displayed by the 25 high school/college students who attended.

   The initiatives and energy of Miss June R. Martin, Chief, Reference Department, who was Project Director, accounted for much of the success of the enterprise.

2. The Library will be one of the early beneficiaries of a program being undertaken by the City of Charleston to "improve downtown lighting." Additional lights will be added to Capitol and Summers Street poles, at least three of which are at/near the Library.

3. Seminars on the Problem Patron will be held on May 26, 27, 28 and 29, 1981 in The John V. Ray Room from 9:00 a.m. to 12 noon each day. Classes will be conducted by Dr. Donald L. Bubenzer, Director, Counseling and Guidance, West Virginia College of Graduate Studies. Each staff member is required to attend one session. The sessions on the four days will be essentially the same, concentrating on helping each staff member to deal confidently and competently with patron behavioral situations. Members of the Library Board are cordially invited to attend. The session to be held on Wednesday, May 27, 1981 will be video taped by West Virginia Library Commission for our needs and purposes as-well-as those of the public library community in the State.

4. The status of the Grant-In-Aid and Public Library Construction proposals, before the West Virginia Legislature, remains unchanged. Please see minutes of April 8, 1981, page 2, for details.

5. Five staff positions at Kanawha County Public Library (Ms. Opal Hamrick, Mrs. Nancy Aldrich, Ms. Dorothy Ragland, and Mrs. Cordelia Jackson, clerical; and Mr. Fred Legg, custodial) are funded in whole by the Comprehensive Employment Training Act employment opportunity program operated through Kanawha County Commission. By memorandum of April 24, 1981, Kanawha County Commission terminated employment of the five effective September 30, 1981. Each of the above, however, will be considered for any clerical/custodial vacancy on the library staff.

6. Replacement plantings of certain trees and shrubs on the Sissonville Instant Library grounds were completed.

Reports of Committees.

Budget Committee.

Cash Management. Dr. Wallace reported that Kanawha County Public Library owns one Certificate of Deposit for $100,000.00 purchased from Kanawha Valley Bank on April 28, 1981 at 15.50% which is expected to earn $594.52 interest when it becomes due on May 12, 1981. The Library also owns one Certificate of Deposit for $80,000.00 purchased from Kanawha Banking and

Trust Company on May 5, 1981 at 15.50% which is expected to earn $241.11 when it becomes due on May 12, 1981. A Certificate of Deposit of $100,000.00 will be purchased on May 12, 1981 to mature on June 2, 1981. A Certificate of Deposit of $100,000.00 will be purchased on May 14, 1981 to mature on June 2, 1981. A Certificate of Deposit of $35,000.00 will be purchased on May 19, 1981 to mature on June 2, 1981. A Certificate of Deposit of $125,000.00 will be purchased on June 2, 1981 to mature on June 30, 1981.

Unexpended Balance. The Library Director reported that the projected unexpended balance for the fiscal year ending June 30, 1981 was expected to be approximately $20,000.00. This favorable position was created, in a large measure, because of several factors:

a) There were, and continue to be, unfilled librarian vacancies in the salary account; and

b) Spending less than budgeted for some operating expenses. It would be necessary, he said, to make certain dollar moves within the limits of the current budget document which would allow for book expenditures as-well-as adjustments in certain line items.

The President announced that the State of West Virginia Grant-In-Aid program would be reduced by approximately 2% or $4,362.00. He said, also, that contributions, in support of branch library operations in Elk Valley and St. Albans, which totals $3,720.00 are due.

Following discussion, upon motion by Mr. Ray, seconded by Mr. Kuhns, it was

RESOLVED, That the unexpended balance be used as needed for books and other library purposes.

There was more discussion. Afterwards, the motion was amended by Mr. Ray, seconded by Mr. Cheshire and unanimously

RESOLVED, That the Library Director, within limits of the Budget Document for fiscal year ending June 30, 1981, be and is hereby authorized to balance the over expended accounts and the under expended accounts as of June 30, 1981; and

RESOLVED FURTHER, That the Library Director be and is hereby authorized to purchase books with remaining unexpended balance.

Motion carried as amended.

Special Grant Request. Mr. Stern reported that Kanawha County Public Library submitted its annual Special Grant Requests to West Virginia Library Commission on April 15, 1981. Funding for this program comes from the nearly $600,000.00 available to West Virginia under the Library Services and Construction Act. The emphasis was on library materials; an area which sustained a wallop of nearly $45,000.00 in the budget for fiscal year 1981/1982. A schematic of the proposal appears as follows:

Library Materials	$45,823	74.0%
Furniture and Equipment	16,852	22.8%
Programming and Seminars	2,350	3.2%
Total	$74,025	100.0%

The distribution of the Special Grants is noted as follows:

	Number of Requests	Amount of Requests
Main Library	15	$40,526.00
Branches (7)	25	28,279.00
Clendenin and Nitro	7	5,220.00
	47	$74,025.00

Mr. Stern concluded his report by saying that there was no way of predicting the size of the grant. Discussion followed.

Audio Visual Equipment for Listening Center. The Library Director reported that West Virginia Library Commission, last year, awarded $15,000.00 to Kanawha County Public Library for the purpose of purchasing Audio Visual Equipment to be installed in the Adult Circulation Department Listening Center. With advice and counsel of State of West Virginia, Purchasing Division, Department of Finance and Administration legal ads were prepared and placed in the Charleston Daily Mail and Charleston Gazette on April 14, 1981 and again

on April 21, 1981, and performance specifications were written. Bid opening was held on Tuesday, April 28, 1981 at 2:00 p.m. and Dr. Wallace was present to open bids submitted by five vendors. The Library Director distributed, to members present, copies of the bid tabulation form. After a review of the document, the Library Director recommended, and State Purchasing Division concurred, that the following bids be accepted:

BIDDER	ITEM	AMOUNT	
Electronic Specialty Co.	1 Mixer	$160.00	
	2 Receivers	300.00	
	1 Video Player, ½ inch	685.00	$1,145.00
Pied Piper, Inc.	2 Amplifiers	$298.00	
	2 Cassette Decks	338.00	
	12 Headphones	107.40	
	2 Microphones	60.00	803.40
Sodaro's Electronic Sales, Inc.	2 Speakers	$125.00	
	4 Turntables with Cartridge	420.00	
	1 Reel to Reel Tape Recorder	388.00	933.00
	Total		$2,881.40

After discussion, upon motion by Mr. Cheshire, seconded by Dr. Wallace, it was unanimously

RESOLVED, That the bids for the Audio Visual Equipment for the Listening Center be awarded to the companies as recommended by the Library Director and as noted above.

Motion carried.

Purchase Agreement - Eighteenth Payment. The President reported that the eighteenth of the twenty payments of $26,703.71 (of which $3,019.71 is interest and $23,684.00 is for principal) was due and payable on June 1, 1981 to General Services Administration, Region III. Following discussion, it was moved and seconded that the said payment be made. Motion carried.

UNFINISHED BUSINESS

Library Board Membership Committee. Mr. Kuhns, Chairman, reported that the Library Board Membership Committee, T. D. Kauffelt and John Santrock recommended that the following be nominated (i) Mrs. Carole Glasser for a term of six (6) years beginning July 1, 1981, ending June 30, 1987, (ii) Mr. Donald F. Springer for a term of six (6) years beginning July 1, 1981, ending June 30, 1987, and (iii) Dr. William J. L. Wallace for a term of six (6) years beginning July 1, 1981, ending June 30, 1987.

Following discussion, upon motion of Mr. Kuhns, seconded by Mr. Cheshire, it was moved that the recommendation of the Committee be accepted. The motion carried. The Library Director was then instructed to report the said nominations to the Board of Education of the County of Kanawha with the request that the said nominees be duly appointed.

Mr. Kuhns reported that there were two vacancies on the Library Board created by the retirement of Mrs. Hester N. Brown and the resignation of Mr. Gary Ellis. He stated that the Library Director had prepared a prospective board member list. Mr. Kuhns read the list of names to the members present. Mr. Kuhns invited and encouraged Library Board Members to submit additional names of persons for consideration by the Committee.

NEW BUSINESS

Friends of the Library. Mr. Ellis, Chairman, reported that the Special Resources Committee met on Wednesday, April 29, 1981 at 3:00 p.m. in the Library Board Room. Dr. Bannerot, member; Mr. Ellis, Chairman; Mrs. Sticha, Librarian, Elk Valley Branch and Friends coordinator; Joel Stern and Nicholas Winowich were present. Friends of the Library was the subject of the meeting. Mr. Ellis summarized the purposes and objectives of a Friends of the Library group. He

distributed copies of documents entitled, "Friends of the Library; Proposed Statement of Policy" and "Procedures for Developing a Successful 'Friends of the Library' Initative: A Proposal," and are filed with the minutes of this meeting. He invited Library Board Members to review the papers and to make suggestions. Discussion followed.

Staff Size and Growth: A Summary Report. Mr. Stern, in response to previous inquiries regarding staff size and growth, commented and distributed, to members present, a report entitled, "Summary Report on Growth of Kanawha County Public Library Personnel, from 1977/1978 through 1981/1982." See below.

TABLE I. KCPL FTE EMPLOYEES, PER BUDGET, 77/78 THROUGH 81/82

YEAR	TOTAL FTE EMPLOYEES
77/78	80.26
78/79	84.47
79/80	92.08
80/81	96.73
81/82	93.17

TABLE II. SOURCES AND LOCATIONS OF PERSONNEL GROWTH, 81/82 AGAINST 77/78

SOURCE	LOCATIONS	INCREASE OF FTE EMPLOYEES 81/82 vs. 77/78
System Expansion - Direct	Cross Lanes, Dunbar, Marmet, Sissonville, Clendenin, Extension Department	8.37
System Expansion - Indirect	Catalog and Administration Departments	2.73
Other	Children's, Circulation and Reference Departments	1.81
Total		12.91

A review indicates the following:

1. The budget document for 1981/1982 carries 93.17 full-time equivalent (FTE) employees compared to 80.26 FTE listed in the budget document for 1977/1978. This represents a growth of 12.91 FTE employees for an increase of 16.1% in the four year period.

2. System expansion was directly responsible for 8.37 new FTE's of the 12.91 FTE's cited above:

   a) Growth of Dunbar and Cross Lanes
   b) Addition of Sissonville and Marmet
   c) Support to Clendenin
   d) Expansion of the Extension Department

3. System expansion created, indirectly, 2.73 FTE new positions in Catalog and Administration for the purpose of processing more books and handling an increase in paperwork.

4. The remaining 1.81 FTE's were "shelvers" assigned to Children's, Circulation and Reference Departments.

American Library Association Annual Conference. The President reported that the Annual Conference of the American Library Association would be held in San Francisco, California, June 25 - July 1, 1981. Following discussion, upon motion by Mr. Cheshire, seconded by Dr. Wallace, it was unanimously

> RESOLVED, That the Library Director be authorized to attend the American Library Association Annual Conference scheduled to be held in San Francisco, California, on June 25 - July 1, 1981 and that his expenses, not to exceed $1,130.00, be paid.

Motion carried.

Approval of Bills. The Library Director submitted Book Bills List No. 287 ($13,046.45) and General Bills List No. 287 ($39,940.68) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mrs. Smith, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 285 ($788.10) duly certified and approved in accordance with the Bylaws and on motion by Mrs. Brown, seconded by Mr. Cheshire and duly adopted, it was ordered that the bills set out on the said list be paid.

There being no further business, the meeting on motion adjourned.

Donald P. Lyons
President

Nicholas Winnick
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JUNE 10, 1981

The regular meeting of the Library Board of Directors of Kanawha County Public Library was held on June 10, 1981 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Kuhns
Mrs. Anderson
Dr. Bannerot
Mr. Kauffelt
Mrs. North
Mr. Ray
Mrs. Rugeley
Mr. Santrock

Also present were Mr. Winowich, Library Director and Mr. Stern, Assistant Library Director.

In the absence of Mr. Springer, President; Dr. Wallace, First Vice President and Mrs. Smith, Second Vice President; Mr. Kuhns presided. The Library Director served as Secretary. The Secretary reported that a quorum was present.

Correspondence. The Secretary reported that Kanawha County Public Library was in receipt of a letter from Mr. Robert E. Kittle, Superintendent, Kanawha County Schools, dated May 22, 1981. It reads as follows:

"May 22, 1981

"Mr. Nicholas Winowich, Secretary
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301

"Dear Mr. Winowich:

"At the regular meeting of the Kanawha County Board of Education on Thursday, May 21, 1981, the following persons were unanimously

approved to serve as members of the Kanawha County Public Library Board of Directors for six-year terms beginning July 1, 1981 and ending June 30, 1987:

1. Mrs. Carole Glasser--Center Director, Charleston Job Corps--who has been a member of the Library Board of Directors since July 1, 1979 when she was appointed to fill the unexpired term of Forest J. Bowman.

2. Mr. Donald F. Springer--Kanawha Valley Salary Administrator, Employee Relations Department, Union Carbide Corporation--who has been a member of the Library Board of Directors since September 1968 when he was appointed to fill the unexpired term of William J. Frink.

3. Dr. William J. L. Wallace--President Emeritus of West Virginia State College--who has been a member of the Library Board of Directors since September 1967 when he was appointed to fill the unexpired term of Donald C. Shonk.

"These appointments are made in compliance with the resolution adopted by the Library Board of Directors at its meeting on Wednesday, May 6, 1981 and in accordance with your request of May 7, 1981.

"Sincerely yours,

/s/ Bob

Robert E. Kittle
Superintendent of Schools

"REK/lks

"cc: Board of Education Members"

The Secretary also reported that Kanawha County Public Library was in receipt of a letter from Mrs. Hester N. Brown dated May 19, 1981. It reads, in part, as follows:

"Dear Nick,

"I would like to express again to you and the Library Board how much I appreciated your gift of the beautiful tray and the document that accompanied it. I had no idea you were planning anything of the sort and I was taken completely by surprise. In spite of the fact that I do not feel as though I deserved half of the complimentary things you said, I was deeply touched. I only hope that I have been able to contribute something to the Library over those years.

"It occurs to me that a member of the Kanawha Literary Club would be an appropriate person to take my place. They are all very interested

in the Library, especially since the club was instrumental in its early beginnings. I am enclosing a list of the members of the club in case you want to follow this suggestion.

***

"Sincerely yours,

/s/ Hester N. Brown"

The minutes of the May 6, 1981 meeting were corrected to show that Dr. Wallace attended the meeting on that date.

Library Director's Monthly Report. The Library Director presented a brief oral report on the activities of the Library for the month of May, 1981. Included were the following:

1. Banking institutions could offer interest bearing Negotiable Order of Withdrawal (NOW) checking accounts to libraries under a proposed interpretation of rules announced by the Federal Reserve System. NOW accounts, currently, are available to individual and certain, select nonprofit organizations. The Board of Governors of the Federal Reserve System, to simplify matters, proposes to make NOW accounts available to nonprofit organizations described in section 501 (c) (3) of the Internal Revenue Code and to governmental units if the funds are used for purposes of schools, colleges, libraries or hospitals.

   Kanawha County Public Library Finance Committee (which supervises and manages all money gifts presented to the Library) maintains a checking account (paying no interest) and a savings account (paying 5¼% annual interest) at Kanawha Valley Bank. Both these accounts are in process of being combined into an interest-bearing NOW checking account.

   Kanawha County Schools, the Library's fiscal agent, anticipates moving into NOW checking accounts. By "piggy backing" the Library should be able to earn an estimated $2,000.00 - $3,000.00 annually.

2. Charleston Fire Prevention Bureau made an unannounced fire-safety inspection of the main library facilities on Thursday, May 14, 1981. Their report stated that "in the opinion of this inspector, there were no hazardous conditions in this area at the time of this inspection." We are pleased because it reflects our good housekeeping habits, our concern for safety and a desire to receive the best possible rates from the insurance carrier.

3. Sunday library service, for fiscal year 1980/1981, was concluded May 16, 1981 and is expected to resume on September 13, 1981 in Charleston, Dunbar and St. Albans.

4. One of two librarian vacancies in the Extension Department was filled when Lois Leasure transferred from Adult Circulation. Interviews with recently graduated library school students are continuing. The remaining positions are expected to be filled shortly.

5. I am pleased to report that Library Journal, in a recent issue, highlighted several hundred of the best reference books for 1981; most of which were in the Reference Department collection. We avoided the very expensive and and the highly technical/specialized books.

6. NOOB (Noble Order of Bookworm) reading club certificates were exhibited to Library Board members present. Children are encouraged to read. Many of them do. They are honored and recognized for their achievement.

Reports of Committees.

Budget Committee.

Cash Management. Mr. Stern reported that Kanawha County Public Library owns one Certificate of Deposit for $125,000.00 purchased from the City National Bank on June 2, 1981 at 16.75% which will earn $1,606.16 interest when it matures on June 30, 1981. A Certificate of Deposit of $125,000.00 will be purchased on June 30, 1981 to mature on July 14, 1981.

Financial Report: A Summary. Mr. Stern reported on the financial affairs of Kanawha County Public Library for the fiscal year ending June 30, 1981. An approximate amount of $90,351.00 of non-appropriated receipts was identified, explained and recorded as follows:

Interest earned on investments	$ 8,249
Amount over and above Miscellaneous Receipts	431
State of W.Va. - Governor's Office of Economic and Community Development - Marmet Construction	9,332
State of W.Va. - West Virginia Library Commission - Special Grant	67,125
St. Albans Library - refund on payment for copier	297
Refunds from Vendors	1,934
Town of Marmet - Construction Reimbursement	2,983
	$90,351

After discussion, upon motion by Mr. Kauffelt, and seconded by Mrs. Anderson, it was moved that the Budget for the current 1980/1981 fiscal year be amended to reflect the above list of non-appropriated receipts and expenditures as well as additional monies received between this date and June 30, 1981.

A final report will be submitted after all transactions will have been completed for the entire current fiscal year.

Outstanding Checks. Mr. Stern reported that the firm of Arnett and Foster, Certified Public Accountants, reported that certain outstanding checks, issued in previous years, should be cancelled with the provision that they may be reissued should valid claims arise. The checks to be cancelled are recorded as follows:

Date	Payee	Check No.	Amount
3-11-80	Mary K. Rose	420296	$ 6.71
3-11-80	Union Public Service District	420317	6.50
6-10-80	Dorcas D. Ferrell	420705	6.95
9-16-80	Maryann Adkins	421134	2.45
9-16-80	Patricia W. Steward	421220	8.95
10-14-80	Tobina M. Romero	421336	3.45
11-18-80	Beth Atkins	421411	2.42
			$37.43

After discussion, it was moved by Mr. Kauffelt, seconded By Dr. Bannerot, that the Library Director authorize the Kanawha County Board of Education to request the State Tax Commissioner to cancel the outstanding checks listed above with the proviso that a check may be reissued should a valid claim arise. Motion carried.

State of West Virginia Basic Grant-In-Aid for 1981/1982. Dr. Bannerot reported that the Library was in receipt of a June 2, 1981 memorandum from Frederic J. Glazer, Director, West Virginia Library Commission, stating that Kanawha County Public Library would receive $517,070.00 in Basic Grant-In-Aid for fiscal year 1981/1982. Per capita income was equal to $2.40, up from

$1.51 (which was a reduction from $1.54 when Governor Rockefeller imposed a 2% reduction on all state agencies). The income amount, he reported, was derived as follows:

Population, Kanawha County, 1980 Census	231,414
Less: South Charleston Population (South Charleston Public Library receives GIA directly from West Virginia Library Commission)	15,968
Adjusted Population Base	215,446
Per Capita Grant-In-Aid	x $2.40
Total GIA to Kanawha County Public Library	$517,070

Total additional 81/82 income, Dr. Bannerot said, will be as follows:

Total Grant-In-Aid income to the Library	$517,070
Less: Grant-In-Aid, 1981/1982 Budget Document	260,115
Additional Grant-In-Aid	$256,955
Employees Hospitalization Grant	25,619
Total Additional Income for fiscal year 1981/1982	$282,574

Following discussion, upon motion by Dr. Bannerot, seconded by Mr. Kuhns, it was unanimously

RESOLVED, That the Library Director be and is hereby authorized to sign the West Virginia Library Commission Maintenance of Effort Certification which will permit Kanawha County Public Library to receive Grant-In-Aid funds for fiscal year 1981/1982.

Motion carried.

Dr. Bannerot reported that the Budget Committee met on Tuesday, June 9, 1981 to consider additional expenditures for 1981/1982 in view of revenue increases. Dr. Bannerot distributed an expenditure schedule, with recommendations, to members present. It reads as follows:

ADDITIONAL RECEIPTS FOR 1981/82
AND
PROPOSED ADDITIONAL 1981/82 EXPENDITURES

Additional Receipts

GIA Income Expected, at $2.40 per capita	$517,070
Less: GIA Projected in 81/82 Budget, as adopted	260,115
Additional GIA Income	256,955
Hospitalization Grant from WVLC, 81/82, not in Budget	25,619
TOTAL ADDITIONAL 81/82 INCOME	$282,574

Proposed Additional Expenditures

Pre-empted for Clendenin, $1,579; and Nitro, $8,055.		$ 9,634
Increase Library Materials from $203,400 to $283,400 This will be a $34,700, or 13.9% increase over 80/81.		80,000
Salary Adjustments These adjustments add another 3% across-the-board increases over 80/81 salaries. About 75% of employees will have raises falling between 13.9% and 14.4%, roughly matching 14.5% mandated teachers' raise. Does not include accompanying additional fringe benefit costs of approximately $2,700.		28,198
Utilities This is a 14.5% increase over amount presently budgeted to cover almost certain elimination of "School Service Rate" on electricity from Appalachian Power Company.		11,000
Furniture and Equipment		20,000
Carpeting - 1st floor, Main Library	13,200	
Repair/replacement of upholstered furniture	5,000	
Pay off lease purchase of Radio Shack mini computer	1,800	
Travel		3,600
Librarians (2) to ALA, at $700 each	1,400	
Director & Assistant Director to ALA Mid-winter, at $750 each	1,500	
Librarians (2) to special PLA seminars at WVLA	700	
SPECIFIC ADDITIONAL 81/82 EXPENDITURES PROPOSED AT THIS TIME		152,432
BALANCE - TO BE CONSIDERED AT A LATER DATE		130,142
TOTAL ADDITIONAL 81/82 EXPENDITURES		$282,574

Following considerable discussion, upon motion by Mr. Kauffelt, seconded by Mrs. Rugeley, it was unanimously

RESOLVED, That the Library Board approve the report of the Budget Committee, as submitted, and adjust the expenditure schedule in the amount of $152,432; and

RESOLVED FURTHER, That the income balance of $130,142 would be considered by the Budget Committee and Library Board at a later date.

Motion carried.

Dr. Bannerot reminded members present that the Library will receive an Employee Hospitalization Grant of $25,619.00 from West Virginia Library Commission in fiscal year 1981/1982.

Payment of Bills Procedures: A Revision Approved by the State Tax Department of West Virginia. For many years, individual members of the Library Board, in pursuit of good administrative practices and proper safeguards of checks and balances, initialled each invoice submitted by the Library Director for the Board's approval and subsequent payment. The number of invoices to be processed has increased as the Library system has grown so that it now requires considerable time to initial each of the several hundred monthly invoices. Finally, the Library Board asked the question, "was initialing an unnecessary formality."

Mr. John R. Melton, Director, Local Government Relations Division, State Tax Department of West Virginia, in response to the Director's inquiry of March 31, 1981, stated in his letter of May 5, 1981 that "it does seem unnecessary to require a member of the Library Board to initial every invoice before it is paid." Mr. Melton also approved, with modification of one, the two resolutions prepared and submitted by the Library Director which would require action by the Library Board.

After discussion, upon motion by Mr. Kauffelt, seconded by Dr. Bannerot, it was unanimously

GOODS AND SERVICES

RESOLVED, That the Library Director be and is hereby authorized by Kanawha County Public Library Board of Directors to order payment of all bills in a timely manner after verification has been made that goods have been delivered and/or services rendered; and

RESOLVED, That such payments are within the overall confines of the budget and/or Library Board policy or specific directive; and

RESOLVED FURTHER, That a record of payments ordered by the Library Director shall be presented to the Library Board of Directors for its inspection and review at each regular monthly meeting.

PAYROLL

RESOLVED, That the Library Director be and is hereby authorized by Kanawha County Public Library Board of Directors to cause payroll to be met in a timely manner after receiving and verifying payroll attendance forms for persons employed by Kanawha County Public Library whose salary/ compensation, wage is within confines of the budget as ratified, approved and confirmed by the Library Board of Directors.

Motion carried.

Library Board Membership Committee. Mr. Kuhns, Chairman, reported that the Library Board Membership Committee (Mr. Kauffelt, Mr. Santrock and Mr. Kuhns, Chairman) met on Wednesday, June 10, 1981 at 3:00 p.m. in the Library Board Room. Also present were: Mr. Stern and Mr. Winowich. Mr. Kuhns reported that the Library Board Membership Committee recommends that the following persons be nominated for membership, Library Board of Directors, Kanawha County Public Library:

1. Mrs. Edna Gallian, President, Clendenin Public Library, to fill the unexpired term of Gary Ellis which ends June 30, 1986; and

2. Dr. Shirley Hairston, Assistant Professor of Social Work at West Virginia State College to fill the unexpired term of Mrs. Hester N. Brown which ends June 30, 1983.

Following discussion, upon motion made by Mr. Kauffelt, seconded by Mrs. North, it was unanimously passed that the Library Director be authorized to submit the said nominations to the Board of Education of the County of Kanawha with a request that the said nominees be duly appointed.

Code of Patron Behavior. Mrs. Rugeley reported that the Library held four training sessions dealing with the "Problem Patron." The sessions were held on the mornings of May 26, 1981 through May 29, 1981 from 9:00 a.m. to 12:00 noon. The sessions were conducted by Dr. Don Bubenzer, Director, Counseling and Guidance, West Virginia College of Graduate Studies. All library staff members were required to attend.

Mrs. Rugeley attended two sessions. She said she was impressed with Dr. Bubenzer's presentation and participation by the staff. She was pleased that the Library Director and/or Assistant Library Director were present at all times. The session held on Wednesday morning, May 27, 1981, she said, was videotaped by West Virginia Library Commission and was available for viewing after the meeting.

The Library Director added that he has appointed a Special Task Force on the Problem Patron to consider the question, "Where do we go from here?" The members of the committee are: Mrs. Rugeley, Chairperson; Miss Flagg, Chief, Extension Librarian; Marguerite Palmer, Branch Librarian, St. Albans Library; Joel Stern, Assistant Library Director and Sara Sue Wright, Chief, Circulation Librarian.

Change of Annual Meeting Date. The Library Director reported that the annual meeting of the Library Board was scheduled, by statute, to be held "on the first Friday in July in each year." Because the first Friday in July, 1981

is the start of a holiday weekend, he suggested that the Annual Meeting be held on Wednesday, July 8, 1981. After discussion, upon motion of Mrs. Anderson, seconded by Mrs. North, it was unanimously

RESOLVED, That the date of the Annual Meeting be postponed from Friday, July 3, 1981 to Wednesday, July 8, 1981.

Motion carried.

Nominating Committee - Election of Officers. Mr. Kuhns reported that the President appointed Mr. Cheshire, Chairman, Mrs. Glasser and Mrs. North to consider and to recommend nominations for the elections of officers for fiscal year 1981/1982.

American Library Association Annual Conference. The Library Director reported that the Annual Conference of the American Library Association would be held in San Francisco, California, June 25 - July 1, 1981. Following discussion, upon motion by Dr. Bannerot, seconded by Mr. Kauffelt, it was unanimously

RESOLVED, That two staff members be authorized to attend the American Library Association Annual Conference scheduled to be held in San Francisco, California, on June 25 - July 1, 1981 and that their expenses, not to exceed $1,400.00, be paid.

Motion carried.

Approval of Bills. The Library Director submitted Book Bills List No. 288 ($10,007.87) and General Bills List No. 288 ($25,120.03) duly certified and approved in accordance with the Bylaws, and on motion by Mr. Kauffelt, seconded by Mrs. Rugeley, and duly adopted, it was ordered that the bills set out on the said lists be paid.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 286 ($891.16) duly certified and approved in accordance with the Bylaws and on motion by Mr. Kauffelt, seconded by Mrs. Rugeley, and duly adopted, it was ordered that the bills set out on the said list be paid.

There being no further business, the meeting on motion adjourned.

Presiding Officer

Secretary

KANAWHA COUNTY PUBLIC LIBRARY

SALARIES - LIBRARIANS

NAME	REVISED 1981/82	ORIGINAL 1981/82 (Memo Only)	1980/81	REVISED INCREASE/DECREASE $	%
Nicholas Winowich	$ 37,092	($36,492)	$32,952	$ 4,140	12.6%
Joel Stern	26,436	(25,836)	23,076	3,360	14.6
Jo Ellen Flagg	22,260	(21,660)	19,476	2,784	14.3
Ruth Figgatt	21,360	(20,784)	18,960	2,400	12.7
June Martin	19,176	(18,648)	17,100	2,076	12.1
Frances Gerard	17,952	(17,472)	16,860	1,092	6.5
Marguerite Palmer	17,940	(17,436)	15,660	2,280	14.6
Sara Sue Wright	17,904	(17,400)	15,648	2,256	14.4
Claudia Benton	17,184	(16,716)	15,696	1,488	9.5
Gretchen Schwinger	17,184	(16,716)	15,696	1,488	9.5
Kathleen Whalin	17,160	(16,680)	14,988	2,172	14.5
Stephen Crowley	17,160	(16,680)	14,988	2,172	14.5
Zetta Walker	15,732	(15,300)	14,376	1,356	9.4
Denise Sticha	15,708	(15,264)	13,728	1,980	14.4
Joellen Risacher	15,048	(14,640)	13,164	1,884	14.3
John Kelly	15,048	(14,640)	13,164	1,884	14.3
Ebtisam Habek	15,048	(14,640)	13,164	1,884	14.3
Lois Leasure	14,400	(14,004)	12,600	1,800	14.3
Eugene Fleisher	14,400	(14,004)	12,600	1,800	14.3
Pamela Stebbins	14,400	(14,004)	12,600	1,800	14.3
Jean Andrews	13,812	(13,404)	12,072	1,740	14.4
Anna Parker	13,812	(13,404)	12,072	1,740	14.4
Daisy Stemple	13,812	(13,404)	11,556	2,256	19.5

NAME	REVISED 1981/82	ORIGINAL 1981/82 (Memo Only)	1980/81	REVISED INCREASE/DECREASE $	%
Margaret Karkos	$13,776	($14,004)	$12,600	$ 1,176	9.3%
Extension Librarian	13,776	(14,004)	12,600	1,176	9.3
Circulation Librarian	13,176	(15,300)	13,752	- 576	- 4.2
Total Librarians	$455,256	($442,536)	$401,148		
Hourly					
Hourly - Regularly Scheduled	4,650	(4,500)	16,560		
Hourly - Substitutes	6,900	(6,690)	8,400		
Hourly - Sunday Services	9,100	(8,806)	7,691		
	$471,406	($462,532)	$433,175		
Salary Adjustment, Staffing Changes and Turnover			+ 6,156		
	$471,406	($462,532)	$439,955	$31,461	7.2%

NOTE:

Additional Increase

Revised Total	$471,406
Original Total	462,532
Total Additional	$ 8,874

Revised 6/10/81

KANAWHA COUNTY PUBLIC LIBRARY

SALARIES - CLERICALS

NAME	REVISED 1981/82	ORIGINAL 1981/82 (Memo Only)	1980/81	REVISED INCREASE/DECREASE $	%
Lorena Ammar	$ 18,192	($ 17,676)	$ 16,308	$ 1,884	11.6%
Mae Thomas	14,556	(14,172)	12,960	1,596	12.3
Ronald Finney	12,912	(12,552)	11,820	1,092	9.2
Virginia Banning	12,348	(12,012)	10,944	1,404	12.8
Betty Jane Harper	12,228	(11,880)	10,944	1,284	11.7
Cortez Johnson	12,228	(11,880)	10,944	1,284	11.7
Franca Martin	12,228	(11,880)	10,944	1,284	11.7
Robert F. Henson	11,808	(11,496)	10,356	1,452	14.0
Sandra Sue Copen, Cross Lanes	11,436	(11,112)	10,020	1,416	14.1
Nova Casto, Elk Valley	11,436	(11,112)	10,020	1,416	14.1
Bridget Herndon, St. Albans	11,436	(11,112)	10,020	1,416	14.1
Sandra Trimble	11,064	(10,752)	10,116	948	9.4
Jay Pauley	11,064	(10,752)	9,684	1,380	14.3
Onnalee Arcuri	11,064	(10,752)	10,116	948	9.4
Mary Hermansdorfer, Dunbar	10,944	(10,632)	9,588	1,356	14.1
Maria Porter, Glasgow	10,944	(10,632)	9,588	1,356	14.1
Kathryn Nida	10,824	(10,524)	9,372	1,452	15.5
Susan Ferguson	10,584	(10,284)	8,964	1,620	18.1
Vicki Townsend	10,584	(10,284)	8,964	1,620	18.1
Mary Penn	10,584	(10,284)	9,264	1,320	14.2
Sara Meadows	10,452	(10,176)	9,372	1,080	11.5

NAME	REVISED 1981/82	ORIGINAL 1981/82 (Memo Only)	1980/81	REVISED INCREASE/DECREASE $	%
Mary Frances Lee	$ 10,452	($ 10,176)	$ 9,372	$ 1,080	11.5
Mary Jo Jackson	10,224	(9,948)	9,372	852	9.1
Nancy Pennington	10,224	(9,948)	8,964	1,260	14.1
Victoria Price, St. Albans	10,224	(9,948)	9,372	852	9.1
Janet Adams	10,008	(9,732)	8,784	1,224	13.9
Traletta Wallace, Marmet	10,008	(9,732)	8,784	1,224	13.9
Janie Derrick, Sissonville	10,008	(9,732)	8,784	1,224	13.9
J. Edward Topliff	9,780	(9,516)	8,580	1,200	14.0
William McDowell	9,576	(9,312)	8,400	1,176	14.0
Arrietta Burgess	9,360	(9,108)	8,208	1,152	14.0
Barbara Jackson	9,060	(8,328)	7,524	1,536	20.4
Alfreda Jackson	8,952	(8,712)	7,860	1,092	13.9
Mary Burgess	8,952	(8,712)	7,860	1,092	13.9
Janice Staab	8,952	(8,712)	7,860	1,092	13.9
Arbutus Glenn	8,952	(8,712)	7,860	1,092	13.9
Darlena Harris	8,952	(8,712)	7,860	1,092	13.9
Maureen Glasford	8,952	(8,712)	7,860	1,092	13.9
Paula McCormick	8,952	(8,712)	7,860	1,092	13.9
Jerri Fittro	8,952	(8,712)	7,860	1,092	13.9
Phyllis Jordan	8,952	(8,712)	7,860	1,092	13.9
Brian Diller	8,952	(8,712)	7,860	1,092	13.9
Shirley Smyth, Elk Valley	8,952	(8,712)	7,860	1,092	13.9
Barbara Riley, St. Albans	8,952	(8,712)	7,860	1,092	13.9
Sharon Megginson	8,568	(8,328)	7,524	1,044	13.9

NAME	REVISED 1981/82	ORIGINAL 1981/82 (Memo Only)	1980/81	REVISED INCREASE/DECREASE $	%
Karen Linville	$ 8,568	($ 8,328)	$ 7,524	$ 1,044	13.9
Angela Harper	8,568	(8,328)	7,524	1,044	13.9
Jane Broadwater	8,568	(8,328)	7,524	1,044	13.9
Sonjia Fleck	8,568	(8,328)	7,524	1,044	13.9
Karen Miller, Cross Lanes	8,568	(8,328)	7,524	1,044	13.9
Shirley Williams, Dunbar	8,568	(8,328)	7,524	1,044	13.9
Rosalind Reid, Dunbar	8,568	(8,328)	7,524	1,044	13.9
Wanda Good, Dunbar	8,568	(8,328)	7,524	1,044	13.9
Cathie Jensen, St. Albans	8,196	(7,968)	7,200	996	13.8
Total Clerical	$550,572	($534,900)	$485,688		
Provision for Promotion of not yet designated Junior Clerk to Special Clerk	---	---	924		
Termination of not yet designated Junior Clerk, as of 12-31-80	---	---	- 3,762		
Hourly					
Hourly - Regularly Scheduled	45,200	(43,842)	37,404		
Hourly - Substitutes		(0)	1,128		
Hourly - Sunday Service	8,750	(8,464)	7,331		
Total Clerical	53,950	(52,306)	$528,713	$65,045	12.1
Salary Adjustment, Staffing Changes and Turnover			+10,764		
	$604,522	($587,206)	$539,477		

NOTE:

Additional Increase

Revised Total	$604,522
Original Total	587,206
Total Additional	$ 17,316

KANAWHA COUNTY PUBLIC LIBRARY

SALARIES - BUILDING

NAME	REVISED 1981/82	ORIGINAL 1981/82 (Memo Only)	1980/81	REVISED INCREASE/DECREASE $	%
James L. Thomas	$16,644	($ 16,200)	$ 14,868	$ 1,776	11.9
James George	10,224	(9,948)	8,964	1,260	14.1
Arthur C. Long	8,952	(8,712)	7,860	1,092	13.9
Emanuel F. Robinson	8,568	(8,328)	7,524	1,044	13.9
Spurgeon Hankins	8,196	(7,968)	7,200	996	13.8
Total Custodials	$52,584	($51,156)	$46,416	$ 6,168	13.3
Hourly					
Hourly - Regularly Scheduled	$16,850	($16,336)	$12,302		
Hourly - Sunday Services	1,100	(1,035)	1,083		
	17,950	(17,371)	$13,385		
Salary Adjustment, Staffing Changes and Turnover			+ 15,804		
	$70,534	($68,527)	$75,605	-$5,071	-6.7

NOTE:

Additional Increase

Revised Total	$70,534
Original Total	68,527
Total Additional	$ 2,007

KANAWHA COUNTY PUBLIC LIBRARY

SALARIES - BUILDING

NAME	REVISED 1981/82	ORIGINAL 1981/82 (Memo Only)	1980/81	REVISED INCREASE/DECREASE $	%
James L. Thomas	$16,644	($ 16,200)	$ 14,868	$ 1,776	11.9
James George	10,224	(9,948)	8,964	1,260	14.1
Arthur C. Long	8,952	(8,712)	7,860	1,092	13.9
Emanuel F. Robinson	8,568	(8,328)	7,524	1,044	13.9
Spurgeon Hankins	8,196	(7,968)	7,200	996	13.8
Total Custodials	$52,584	($51,156)	$46,416	$ 6,168	13.3
Hourly					
Hourly - Regularly Scheduled	$16,850	($16,336)	$12,302		
Hourly - Sunday Services	1,100	(1,035)	1,083		
	17,950	(17,371)	$13,385		
Salary Adjustment, Staffing Changes and Turnover			+ 15,804		
	$70,534	($68,527)	$75,605	-$5,071	

NOTE:

Additional Increase	
Revised Total	$70,534
Original Total	68,527
Total Additional	$ 2,007

MINUTES OF ANNUAL MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JULY 8, 1981

The Annual Meeting of the Board of Directors of the Kanawha County Public Library was held on Wednesday, July 8, 1981 at 2:00 p.m. in The John V. Ray Room of the Library.

The following members were present:

Mr. Springer
Mrs. Anderson
Dr. Bannerot
Dr. Hairston
Mr. Kauffelt
Mr. Kuhns
Mr. Ray
Dr. Wallace

Also present was Mr. Nicholas Winowich, Library Director, and Mr. Stern, Assistant Director.

The President welcomed Dr. Shirley Hairston who was appointed to the Library Board to fill the unexpired term of Mrs. Hester Brown which ends June 30, 1983.

Mr. Springer, President, presided. The Library Director served as Secretary. The Secretary reported that a notice of the Annual Meeting had been mailed in accordance with the Bylaws and that a quorum was present.

Correspondence. The Secretary reported that Kanawha County Public Library was in receipt of a letter from Mr. Robert E. Kittle, Superintendent, Kanawha County Schools, dated June 22, 1981. It reads as follows:

"Mr. Nicholas Winowich, Secretary
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301

"Dear Mr. Winowich:

"At the regular meeting of the Kanawha County Board of Education held on Thursday, June 18, 1981, the following persons were unanimously approved to serve as members of the Kanawha County Public Library Board of Directors:

1. Mrs. Edna Gallian, Clendenin, West Virginia
(To fill the unexpired term of Mr. Gary Ellis which ends June 30, 1986.)

2. Dr. Shirley Hairston, Assistant Professor of Social Work, West Virginia State College
(To fill the unexpired term of Mrs. Hester N. Brown which ends June 30, 1983.)

"The above two appointments are made in compliance with the resolution adopted by the Kanawha County Library Board of Directors in its regular meeting on Wednesday, June 10, 1981.

"Sincerely yours,

/s/ Bob
Robert E. Kittle
Superintendent of Schools

"REK/bje
cc: Board of Education Members"

The Secretary reported that the Library was in receipt of a letter from Mr. Mack Parsons of the State Tax Department dated June 15, 1981. It reads as follows:

"Nicholas Winowich
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301

"Dear Mr. Winowich:

"The bids for the audit of the Kanawha County Library received on June 2, 1981 are as follows:

Penix & Smith	$2,700.00
Allison & Goodell	$2,900.00
Steve Ledahawsky	$3,100.00
Arnett & Foster	$2,600.00

"Sincerely,

/s/ Mack Parsons
Mack Parsons

"MP:gye"

The Secretary also reported that the Library was in receipt of a June 22, 1981 letter from Mr. Joseph P. Panetta, Supervisor of Field Auditing, Local Government Relations Division, State Tax Department of West Virginia. It reads as follows:

"Kanawha County Public Library
Nicholas Winowich
123 Capitol Street
Charleston, West Virginia 25301

"Dear Mr. Winowich:

"Pursuant to the authority granted by the West Virginia Code § 6-9-7, Arnett & Foster is hereby appointed to conduct the audit of Kanawha County Public Library for the period July 1, 1980 through June 30, 1981 to include the funds listed in our request for audit proposals. The audit work is to be completed and the audit report issued no later than October 15, 1981. The cost of this audit will be $3,600. The accounting firm should contact you shortly to establish a contractual agreement for payment of their audit services.

"The audit will be conducted in accordance with generally accepted auditing standards as adopted by the American Institute of Certified Public Accountants and the publication of the National Committee on Governmental Accounting entitled 'Governmental Accounting, Auditing, and Financial Reporting.' In addition, a review is to be made of compliance with legal and regulatory requirements.

"In performing the audit assignment, the accounting firm will be expected to follow the audit programs as developed by the Tax Department for the performance of financial and compliance audits of municipalities, counties, and boards of

education. Audits of federal grants will require compliance with federal audit guides. The Tax Department also requires that a management letter be prepared and submitted with the audit report.

"If you have any questions concerning the appointment procedures, please contact Mr. Mack Parsons at 348-3940.

"Sincerely,

/s/ Joseph P. Panetta
Joseph P. Panetta
Supervisor of Field Auditing
Local Government
Relations Division

"JPP/mpm"

The Library Director reported a cost of audit error noted as follows:

Parsons letter - cost of audit by Arnett & Foster was $2,600.00

Panetta letter - cost of audit by Arnett & Foster was $3,600.00

The State Tax Department of West Virginia, upon telephone inquiry, ruled that the Parsons figure of $2,600.00 was a typographical error, which was regretted, and that the Panetta figure of $3,600.00 was correct.

Audit selection criteria, the Library Director said, was developed by representatives of the State Tax Department, Department of Finance and Administration and membership of the professional society to avoid low bids and bad audits and to encourage and develop standard acceptable practices. Criteria of evaluation includes the following:

I. Technical Skill — Maximum Points Earned 75

a) Organizational size, structure and location of firm

(Possible Points - 15)

b) Qualifications of staff assigned to do work

(Possible Points - 20)

c) Prior experience in auditing programs financed by federal, state, county, municipal, or local governmental bodies

(Possible Points - 20)

d) Firm's understanding of work to be performed

(Possible Points - 20)

II. Cost of Audit — Maximum Points Earned 25

a) Lowest price of all proposals

Representatives of the State Tax Department, following evaluation of bid documents, will notify firm and agency of auditor selection. The Library Director emphasized that Technical Skills carry a higher criteria value (75 points) than cost of audit (25 points). Questions and comments followed.

The minutes of the June 10, 1981 meeting were approved.

Library Director's Annual Report.

Annual meetings of the Library Board of Directors have been held, recently, in The John V. Ray Room and, on such occasions, the Library Director presents a brief review of the man who represented this institution from 1929 to 1974 with ability, dignity, counsel and affection. John V. Ray was president from 1936 to 1966 and the auditorium was named in his honor.

The Library Director introduced heads of department individually and in order of seniority:

1. Miss Ruth E. Figgatt, Chief, Catalog Department
   Years of Service - (29)
2. Miss June R. Martin, Chief, Reference Department
   Years of Service - (18)
3. Mr. James L. Thomas, Superintendent, Building and Grounds
   Years of Service - (17)

4. Mrs. Sara Sue Wright, Chief, Adult Circulation Department

   Years of Service (Part-Time) (Since July, 1972)

5. Ms. Kathleen Whalin, Chief, Children's Department

   Years of Service - (5)

6. Ms. Jo Ellen Flagg, Chief, Extension Department

   Years of Service - (3)

7. Mrs. Denise Sticha, Branch Librarian, Elk Valley

   Years of Service - (3)

All of the above spoke briefly about their department's/branch's functions, purposes, programs and services. Questions and comments followed.

Afterwards, copies of the "Mini Annual Report: 1980/1981 Some Reflections" were distributed and highlights noted:

New Board Members: Edna Gallian, Shirley Hairston, Anne North and Virginia Rugeley

Board Members Retirement: Hester Brown, Gary Ellis, Leonard Riggleman and Pauline Tompkins

Branch Library Presidents:

Cross Lanes - Ron Similo
Dunbar - Charles Boone Maxwell
Elk Valley - Steve Underwood
Glasgow - Betty Arthur
Marmet - Terry Fontalbert
St. Albans - Homer Sweeney
Sissonville - Karen Carpenter

Income - All Sources

$1,758,200

Gifts

From generous, kind and thoughtful Friends

New Librarians

Ebtisam Habek, Margaret Karkos and Zetta Walker

Reports of Committees.

Budget Committee.

Cash Management. Dr. Wallace reported that Kanawha County Public Library owns one Certificate of Deposit for $125,000.00 purchased from National Bank of Commerce on June 30, 1981 at 17.25% which is expected to earn $827.05 interest when it becomes due on July 14, 1981. A Certificate of Deposit of $220,000.00 will be purchased on July 21, 1981 to mature on August 3, 1981. A Certificate of Deposit of $210,000.00 will be purchased on August 3, 1981 to mature on August 17, 1981.

Finance Committee: Statement of Funds and Gifts. Mr. Stern reported on the Finance Committee Financial Report, as of May 31, 1981 and is recorded as follows:

KANAWHA COUNTY PUBLIC LIBRARY

FINANCE COMMITTEE

STATEMENT OF FUNDS AND GIFTS

AS OF MAY 31, 1981

Bradford Fund	$18,651.57
Steele A. Hawkins, Jr. Fund	10,513.49
Arthur Hanson Fund	5,643.10
Bernard Jacobson Fund	2,983.41
Ivor Boiarsky Fund	1,562.50
L. K. Lovenstein Fund	1,091.03
John V. Ray Fund	1,364.61
Anne Howard Memorial Fund	566.04
Annie C. M. Vail Gift	487.05
Elk Valley Library Friends Fund	346.87
Library Friends Fund	217.39
Cash Advancement Fund	129.65
Humanities Foundation Fund	556.53
C & P Telephone Company	108.42
Robert M. Berg Memorial Fund	114.43
Mr. and Mrs. Robert Garner Gift	100.00
Mrs. Milka Winowich Memorial Gift	170.00
Epsilon Mu Beta Sigma Phi	100.00
Interest to be distributed	4,332.37
20 Funds/Gifts each less than $100.00	792.52
Total Funds and Gifts	$49,830.98

FINANCE COMMITTEE - STATEMENT OF ASSETS

Money Market Certificates, at 13.896% maturing October 15, 1981	$39,000.00
Charleston National Bank Trust Account, as of 12-31-80 at Market	5,811.58
Savings Account, Kanawha Valley Bank at 5¼%	2,217.82
Checking Account, Kanawha Valley Bank	2,801.58
Total Assets	$49,830.98

The accumulation of funds, he said, would be expended, principally, on books and/or such purposes as may be authorized by the Library Board. There was discussion afterwards.

Nominating Committee.

Election of Officers. Mr. Ray, who reported for the Nominating Committee and also for Mr. Jacobson, submitted recommendations that Mr. Springer, Dr. Wallace, Mrs. Smith and Mr. Winowich be nominated as President, First Vice-President, Second Vice-President and Secretary/Treasurer of the Library Board respectively, for a term of one year ending June 30, 1982.

Mr. Ray moved, Mrs. Anderson seconded, that the Secretary be instructed to cast a unanimous ballot for the candidates named. Mr. Ray took the chair and put the motion, which was carried, and the nominees were declared to be duly elected. Mr. Springer resumed the chair.

Bylaw Change to Amend Section I of Article III. Mr. Ray said that the amendment would add an Assistant Secretary/Assistant Treasurer to the present roster of officers of the Library Board. Following discussion, it was the sense of the members present that the proposal be deferred until the August, 1981 meeting.

UNFINISHED BUSINESS

Problem Patron: A Progress Report. Mr. Stern distributed, to members present, copies of a report entitled, Special Task Force on the Problem Patron

and submitted by Gina Rugeley, Chairperson. It reads as follows:

Special Task Force on the Problem Patron

The Ad Hoc Committee to consider "next steps" as regards the Problem Patron, held its initial meeting on Thursday, June 18, 1981 from 3:00 to 4:15 p.m. in the Board Room of the Kanawha County Public Library. Present were committee members Sara Sue Wright, Adult Circulation; Jo Ellen Flagg, Extension Department; Peggy Palmer, St. Albans Branch Library; Joel Stern, Assistant Director; and Chairperson Gina Rugeley, Board member.

The "first steps" (i.e. the recently established "Code of Patron Behavior" and the staff training sessions conducted by Dr. Donald Bubenzer of COGS on May 26 - 29, 1981), were discussed and briefly evaluated.

1) The Code is helpful and a necessary first step in giving staff members objective and standardized criteria by which to determine unacceptable patron behavior. Still in the works is a policy for "Enforcement of the Code of Patron Behavior", which would spell out the lines of authority for staff in all departments of the main Library and in the branches. Mr. Stern distributed a draft copy and requested in-put from the staff members in finalizing the policy. An additional consideration is the development of guidelines re "punitive measures"; for example, if a problem patron is "suspended" from the Library, what period of time should be specified? Should the length of time vary according to the severity of the offense which caused the temporary expulsion? What can staff do if a "suspended" patron returns to the Library before the designated period of time is up?

2) The training sessions with Dr. Bubenzer were helpful both from the aspect of staff morale (gathering together to share concerns and form a supportive community), and the specific communications skills imparted (empathetic listening, how to intervene in such a way as to de-fuse rather than escalate the problem situation.) Further training with Dr. Bubenzer was strongly recommended.

A discussion of "next steps" resulted in the definition of three broad areas of consideration, prioritized as follows:

1) Training for staff as soon as possible in the area of "legal ramifications", led by both law enforcement personnel and attorneys, to cover such questions as: What laws, already on the books, would pertain to problem situations? When should the police be called? When is it appropriate (or necessary) to take legal action? What are the legal obligations/liabilities of the individual and/or institution once the police are called? Under what circumstances could one be sued for false arrest? Under what circumstances can (or should) an individual or institution bring charges? What kind of records can and cannot be kept to document chronic problem behavior? Etc. ad infinitum!!

2) Further training for staff by Dr. Bubenzer (or someone comparable) in communications/intervention techniques. More help on how to differentiate between the merely "odd" and the real problem patron. Direction on how best to utilize the resources of outside support agencies, and perhaps even a meeting with representatives of mental health agencies to discuss what is happening to the people who are being mainstreamed - an up-date on the over-all mental health picture.

3) In-depth study of the over all security question. What kinds of security personnel would be most helpful and during what hours - at the main Library? At the branches? Would TV monitors help? Would it be helpful/feasible to bring in a Library Security Consultant for advice and consultations?

Peggy Palmer reported briefly on a workshop she attended in N. Y., led by the Chief of Security at Brooklyn Public Library, who functions as such a Consultant. It was suggested that we develop a questionnaire to send to Library systems comparable to ours, requesting information regarding their security systems, problems, costs etc. Brooklyn Public would be an obvious choice; other possibilities suggested were St. Louis, Metropolitan Nashville, and Memphis-Shelby County. We could also interview local institutions, such as CAMC, to gather information on their in-house security systems. We envision the need for gathering a good bit of data prior to making any specific recommendations re security. If the idea of surveying other Library systems is approved, a possible time frame would be to develop the questionnaire in July, to be mailed out in August.

Two immediate actions which the committee recommends, and which it feels could be implemented quickly and easily are:

1) To inform all staff of the formation and function of this Ad Hoc Committee.

2) To distribute copies of the "Code of Patron Behavior" to the various local police departments which might be called on to enforce same; perhaps even to distribute them in person so that a Library representative can make personal contact, explain the reasons for the Code, the extent of the problem etc., in hopes of establishing the groundwork for the best possible future cooperative efforts.

If the recommendations of the committee, both general and specific, meet with the approval of the Library Administration and the Board of Directors, the committee will reconvene to set specific objectives, define time frames, and make task assignments. Committee members would welcome suggestions from staff, administrative personnel, and Board members regarding other areas of concern which it should take under consideration.

Gina Rugeley, Chairperson

June 23, 1981

There was discussion afterwards.

NEW BUSINESS

Bylaw Changes To Amend Sections 1 and 2 of Article VI. Mr. Ray said that the amendments became necessary when payment of bills procedures were modified and adopted by the Library Board at its meeting held on June 10, 1981. Following discussion, it was the sense of the members present that the proposal be deferred until the August, 1981 meeting.

Approval of Bills. The Library Director submitted Book Bills List No. 289 ($36,855.27) and General Bills List No. 289 ($23,589.26) duly certified and approved in accordance with the Bylaws, and on motion by Dr. Bannerot, seconded by Dr. Wallace, and duly adopted, it was ordered that the bills set out on the two lists be paid.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 287 ($246.93) duly certified and approved in accordance with the Bylaws and on motion by Dr. Bannerot, seconded by Dr. Wallace, and duly adopted, it was ordered that the bills set out on the said list be paid.

There being no further business, the meeting on motion adjourned.

President

Secretary

NO ANNUAL REPORT WAS SUBMITTED FOR 1980/1981

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

AUGUST 5, 1981

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on Wednesday, August 5, 1981 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Wallace
Dr. Bannerot
Mr. Cheshire
Mrs. Gallian
Dr. Hairston
Mr. Kaufflet
Mrs. North
Mrs. Rugeley
Mrs. Smith

Also present was Mr. Stern, Assistant Director. Mr. Nicholas Winowich, Library Director, was not present.

Dr. Wallace welcomed Mrs. Edna Gallian who was appointed to the Library Board to fill the unexpired term of Mr. Gary Ellis which ends June 30, 1986.

In the absence of Mr. Springer, President, Dr. Wallace, First Vice-President, presided. In the absence of the Library Director, Miss Ammar served as Acting Secretary. The Acting Secretary reported that a quorum was present.

The minutes of the July 8, 1981 meeting were approved.

Library Director's Monthly Report. Mr. Stern, Assistant Library Director, substituted for the Library Director in presenting an oral report on activities for the month of July, 1981. Included were the following:

1. The Library had three insurance claims pending at the same time. One involved a May 18, 1981 accident in which the Mobilibrary was forced off the road by an unidentified driver. Repairs will cost $748.00, all but $100.00 of which will be paid for by our insurance carrier. Another claim involved damage to the Cross Lanes Branch Library by a light van. Repairs will cost about $500.00, including an inspection by Jerry Goff, Architect, all of which will be paid for by the van owner's insurance carrier. The last, minor claim was for $14.20 to cover the loss in transit of Interlibrary Loan materials. The total loss was paid by our carrier.

2. The Reference Department and Branches are now distributing, free of charge, a new set of "no-fault divorce" forms and procedures that conforms to changes made in the law by the last Legislature. The materials were prepared, at our request, by the Charleston Legal Aid Society. It is a sign of the times; we give out about thirty of these sets each month.

3. The Reference Department has just received a new microfiche cabinet made possible by a Special Grant from the West Virginia Library Commission. The need for this attests to the growing importance of microforms in libraries. Microfiche - rather than print form - for the Congressional Records, the 1980 Census materials and college catalogs are but a few examples of the growing use of this form.

4. The Library Director and Assistant Director attended a one-day workshop on library automation in Charleston, July 10, 1981, sponsored by West Virginia Library Commission.

5. The Assistant Director attended a practical one-day workshop in Huntington, July 7, 1981, on hiring interview techniques and procedures.

6. Personnel. Mrs. Ebtisam Habek, Extension Department Children's Services Coordinator, resigned effective August 14, 1981. Her family is moving to West Germany. Mrs. Denise Sticha, Elk Valley Branch Librarian, resigned effective August 18, 1981, to move to Pittsburgh with her husband. Search Committees are at work to find replacements.

   Two appointments have been made to the librarian staff about which Dr. Bannerot will report in detail.

   Turnover of the clerical and custodial staff in the last twelve months has been low. Since July 20, 1980, there have been only six resignations out of a staff of sixty.

   Turnover of the librarian staff in that same 12 month period has been higher than normal. There have been seven resignations out of a staff of twenty-six.

Reports of Committees.

Budget Committee.

Cash Management. Mr. Stern reported that Kanawha County Public Library owns one Certificate of Deposit for $210,000.00 purchased from the Guaranty Bank on August 4, 1981 at 17.37% which will earn $1,399.12 interest when it matures on August 18, 1981. A Certificate of Deposit of $100,000.00 will be purchased on August 18, 1981 to mature on September 3, 1981. A Certificate of Deposit of $135,000.00 will be purchased on August 18, 1981 to mature on September 8, 1981.

Personnel Committee. Dr. Bannerot, Chairman, reported that Ms. Sara Joy Thompson, a resident of Greenbelt, Maryland, and a 1981 graduate of University of Maryland, with a Master of Science Degree in Library Science was employed as Extension Librarian effective August 1, 1981 at an annual salary of $13,176.00. He presented a brief summary on her personal and educational qualifications.

He also reported that Ms. Deborah Voigt, a resident of Champaign, Illinois, and a 1977 graduate of University of Illinois with a Master of Science in Library Science, will be employed as Circulation Librarian, effective September 1, 1981, at an annual salary of $13,776.00. He also presented a brief summary on her personal and educational qualifications.

NEW BUSINESS

Bylaw Changes to Amend Section 1 of Article III and Sections 1 and 2 of Article VI. Bylaw changes to amend Section 1 of Article III and Sections 1 and 2 of Article VI were tabled until the September meeting of the Library Board.

Approval of Bills. The Assistant Director submitted Book Bills List No. 290 ($31,697.57) and General Bills List No. 290 ($23,196.60) duly certified and approved in accordance with the Bylaws, and on motion by Mr. Cheshire, seconded by Mr. Kauffelt, and duly adopted, it was ordered that the bills set out on the two lists be paid.

Approval of Bills from Special Funds. The Assistant Director submitted Special Funds List No. 288 ($880.74) duly certified and approved in accordance with the Bylaws and on motion by Mr. Cheshire, seconded by Mr. Kauffelt, and duly adopted, it was ordered that the bills set out on the said list be paid.

There being no further business, the meeting on motion adjourned.

William J. Wallace
First Vice-President

Lorena Ammar
Acting Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

SEPTEMBER 9, 1981

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on Wednesday, September 9, 1981 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Springer
Dr. Bannerot
Mr. Cheshire
Mr. Fisher
Dr. Hairston
Mr. Jacobson
Mrs. North
Mrs. Rugeley
Mrs. Smith
Dr. Wallace

Also present was Mr. Winowich, Library Director, and Mr. Stern, Assistant Library Director.

Mr. Springer, President, presided. The Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the August 5, 1981 meeting were approved.

Correspondence. The Library Director reported that the Library was informed by letter of August 31, 1981 from Danny Lee Ellis, City Collector, Finance Department, City of Charleston that the Library's fire service fee for 1981/1982 would remain at the 1980/1981 level of $5,768.75. A previous communication declared that the fire service fee for the current fiscal year would be set at $13,849.67. Negotiations followed and an agreement was reached. Following discussion, the letter was accepted and ordered filed.

Library Director's Monthly Report. The Library Director presented an oral report on the activities for the month of August, 1981. Included were the following:

1. A recent out-of-state visitor was a young librarian from Richmond, Virginia who discovered Kanawha County Public Library while having lunch in McDonald's. Following a tour and conversation with several members of the staff she left impressed with many kind words for our "cataloging by computer" through our OCLC terminal, invoice analysis via Radio Shack's micro-computer, framed art reproduction lending program and drive-in window service.

2. Sincerely Yours: The Life and Work of Leonard Riggleman was recently published and is on sale for $5.95 at several book stores in the city. Mark Garrett, the author, is Dr. Riggleman's grandson.

3. Mr. Stern reported, on August 5, 1981, in Library Board minutes, that several insurance claims were pending. Status has been changed to "transactions completed" - all payments have been made by insurance carriers (ours and the other side's).

4. There was a feeling that the City of St. Albans might want to reduce its financial obligation in support of our branch library in that community. Several conversations later, however, we were given strong assurances that "city funds have been budgeted" for branch library purposes.

5. Kanawha County Public Library and its Children's Department contributed, in a small but meaningful measure, to the success of Charleston's Regatta Week. Puppet shows, staged and performed by professionals, were presented twice on Saturday, August 29, 1981 to SRO crowds; mostly children, BUT many parents (mostly Daddys).

6. All About Charleston is a "Monopoly" type game developed and promoted by the Charleston Regional Chamber of Commerce which will be available for purchase at Christmas time for approximately $5.00. The game will be played with dice, play money and tokens. In addition to the purchase of properties (banks, businesses and industry) several institutions will be represented. Kanawha County Public Library is one. When a player lands on "our square," he/she receives an invitation to "check out a painting, book, record or sculpture..." We can't be purchased!

Reports of Committees.

Budget Committee.

Cash Management. Mr. Stern reported that Kanawha County Public Library owns one Certificate of Deposit for $135,000.00 purchased from the City National Bank on September 8, 1981 at 16.76% which will earn $867.85 interest when it matures on September 22, 1981. A Certificate of Deposit of $200,000.00 will be purchased on September 22, 1981 to mature on September 29, 1981. A Certificate of Deposit of $165,000.00 will be purchased on September 29, 1981 to mature on October 13, 1981.

West Virginia Library Commission Special Grant Reserve Balance. Mr. Stern reported that it was necessary to create a reserve balance in the amount of $6,167.75 for the purpose of carrying forward this sum so as to make payments in 1981/1982 on obligations made during the fiscal year of 1980/1981. These accounts, with amount, are recorded as follows:

Books for Marmet Branch Library	$ 250.00
Children's Programs	959.97
Media Center	4,957.78
	$6,167.75

After discussion, upon motion by Mr. Cheshire, seconded by Dr. Bannerot, it was moved that the listed accounts and their amounts be carried forward and paid after July 1, 1981 and that the total of $6,167.75 be added to the budget for fiscal year 1981/1982. Motion carried.

Budget Committee Meeting Held on September 8, 1981. Mr. Stern reported that the Budget Committee met on Tuesday, September 8, 1981 to consider proposals for further allocations of additional unanticipated receipts, Grant-In-Aid, to be received in the 1981/1982 fiscal year. The Library Board, he added, approved expenditures totaling $152,432 at its

meeting held on June 10, 1981. See #A2 below.

Mr. Stern distributed an allocation schedule to members present and submitted the Committee's recommendations. The schedule reads as follows:

Summary Sheet For KCPL Budget Committee Meeting, 9/8/81

A. Background Facts:

1. Additional Allocations Approved at June Board Meeting:

Description	Additional Amount Added to 1981/1982 Budget (June 1981)	New 1981/1982 Budget Total	Last Year 1980/1981 Budget
Salaries	$ 28,198	$1,146,463	$1,053,912
Library Materials	80,000	283,448	248,785
Utilities	11,000	86,990	68,036
Furniture & Equipment	20,000	22,000	5,000
Travel	3,600	8,730	7,600
Clendenin & Nitro	9,634	9,820	19,454
Total	$152,432		

2. "Unallocated Balance," 9/8/81

Total Additional Anticipated Receipts	$282,574
Less: Allocations Approved in June 81 (See Above)	152,432
"Unallocated Balance"	$130,142

B. Current Proposals For Budget Committee Consideration:

1. Additional Personnel:

A. Clendenin Special Clerk (L. Frazier), 9 months	$ 7,182	
B. Catalog Junior Clerk (to be named), 9 months	5,877	
C. Custodian/Driver (Legg from CETA), 9 months	6,147	
	$19,206	
Fringe Benefits	2,794	
Total		$22,000

2. Withdraw "Accumulated Balances," an income account, originally appropriated to support 1981/1982 operating budget 33,496

3.	Reserve For Automated Circulation System	50,000
4.	Additional For PLA Workshop/WVLA	1,414
	Total Amount For Consideration	$106,910
	Remaining Balance	23,232
		$130,142

Following considerable discussion, upon motion of Dr. Wallace, seconded by Mr. Cheshire, it was unanimously

RESOLVED, That the Library Board accepts the report of the Budget Committee as submitted; and

RESOLVED, That the sum of $50,000.00 be set aside as a reserve for an automated circulation/on line catalog system; and

RESOLVED, That appropriate expense accounts be increased by $22,000.00 for clerical positions in the Catalog Department, Clendenin Library, and in the Building and Grounds Department from October 1, 1981 until June 30, 1982; and

RESOLVED, That the Travel expense account be increased by $1,414.00; and

RESOLVED, That the Accumulated Balance income account of $33,496.00 be eliminated; and,

RESOLVED FURTHER, That the remaining "unanticipated additional receipts" balance of $23,232.00 be considered by the Budget Committee and Library Board at a later date.

Motion carried.

Engagement Letter from Arnett and Foster, Accountants. Mr. Stern reported that the Library was in receipt of an Engagement Letter (contract explaining the services to be rendered by Arnett and Foster in performance of an audit for fiscal year 1980/1981) from John W. Kee, Partner, Arnett and Foster, dated August 24, 1981. Mr. Stern stated that the body of the letter was exactly the same as presented in their letter of last year. Following

discussion, upon motion of Mrs. Smith, seconded by Mrs. Rugeley, it was unanimously

RESOLVED, That the Library Director be and is hereby authorized to sign the Engagement Letter from Arnett and Foster dated August 24, 1981.

Motion carried.

West Virginia Workmen's Compensation Fund Refund. Mr. Stern reported that Kanawha County Public Library received a refund of $1,440.78 from Workmen's Compensation. The refund represents the correction of a misclassification of rates, from higher to lower, in the case of our Mobilibrary Driver.

Special Grant Requests. Mr. Stern reported that West Virginia Library Commission has taken no action on special grant requests totaling $74,025.00 submitted by Kanawha County Public Library. The Library Commission, in previous years, announced Special Grants by July.

UNFINISHED BUSINESS

Problem Patron. Mrs. Rugeley, Chairman, Special Task Force on the Problem Patron made a progress report and submitted the following:

Special Task Force on the Problem Patron

Meeting: Wednesday, September 9, 1981, 10:00 a.m.

Present: Peggy Palmer, Sara Sue Wright, Jo Ellen Flagg, Joel Stern, Gina Rugeley

Review of progress made since initial meeting, 6/18/81

1. Research by Peggy Palmer identified six major library systems which have taken steps to deal with the Problem Patron issue. A letter containing a copy of our "Code of Patron Behavior" and a request for any pertinent information on the subject was sent on 8/12 to the Directors of the following:

San Francisco Public Library (Cal.)
Oshkosh Public Library (Wis.)
New Orleans Public Library (La.)
Patterson Free Public Library (N.J.)
Richmond Public Library (Va.)
Los Angeles County Public Library (Cal.)

To date we have received responses from Richmond, Oshkosh, and New Orleans. Oshkosh PL has produced a film on the subject of the Problem Patron, and New Orleans has made a video cassette. We have a copy of the film; will obtain the cassette on inter-library loan; and the committee will review both to see if we could use them in further staff training sessions.

2. Copies of the "Code of Patron Behavior" have been posted at the Main Library and all branches; they have not yet been distributed to local law enforcement agencies. Ms. Flagg moved: THAT A COPY OF THE CODE BE SENT TO CHIEFS OF POLICE OF ALL MUNICIPALITIES WHERE BRANCH LIBRARIES ARE LOCATED, ALSO TO THE COUNTY SHERIFF'S OFFICE AND/OR STATE POLICE HEADQUARTERS IN NON-INCORPORATED AREAS SERVED BY BRANCHES; TO BE ACCOMPANIED BY A COVER LETTER FROM THE DIRECTOR EXPLAINING THAT THIS IS FOR INFORMATIONAL PURPOSES, THAT LIBRARIANS MAY BE CALLING ON LAW ENFORCEMENT PERSONNEL TO ENFORCE THE CODE, AND INVITING QUESTIONS OR COMMENTS. The motion was seconded by Ms. Palmer and passed unanimously. Following the official mailing, a follow-up contact by individual librarians to their local law enforcement body is recommended.

3. The policy for "Enforcement of the Code of Patron Behavior" has not been finalized. Mr. Stern will continue to solicit in-put from staff until September 30, and plans to have the policy in final form and ready for distribution by October 15, 1981.

Review of current status and actions recommended:

1. Mr. Stern reported that the situation (re the Problem Patron) has improved over the summer, and gives much of the credit to the employment of off-duty policeman Willie Brooks from 6 - 9 p.m., Monday - Friday evenings, from April to October. Having posted rules to refer to has been very helpful to staff, and the Job Corps Center has been most cooperative in controlling the congregating on the wall outside the Library.

The branches report that with school having only just begun it it too early to assess their situation, since the bulk of their "problems" tend to be school-aged.

The staff members present expressed strong opinions that the presence of an off-duty policeman in the evening hours has been a major factor in reducing problems, and after discussion Ms. Wright moved: THAT THE TASK FORCE RECOMMEND TO THE LIBRARY BOARD THE CONTINUED EMPLOYMENT OF AN OFF-DUTY POLICEMAN DURING THE FALL AND WINTER EVENING HOURS AT LEAST FOUR NIGHTS A WEEK (TUESDAY - FRIDAY), TO BEGIN AS SOON AS THE SUMMER CONTRACT EXPIRES. The

motion was seconded by Ms. Flagg and passed unanimously. Mrs. Rugeley will present the task force's recommendation to the Board at its 4 p.m. meeting, September 9, 1981.

2. The expressed desire by staff for training in the "legal ramifications" of dealing with the Problem Patron has led to contact with Mr. Phil Hereford, prosecutor for the city, an attorney who works directly with the city police. Mr. Stern will invite Mr. Hereford to meet with the Task Force as soon as possible, to discuss the issues and information that would need to be covered in a staff workshop. Task Force members will prepare a list of questions for Mr. Hereford, covering the areas of greatest concern for staff, and will work with him to determine the content and format of the proposed workshop(s).

The meeting was adjourned at 11 a.m.

Gina Rugeley, Chairperson

It was the Committee's recommendation that the Security Officer be employed four nights each week instead of three as previously scheduled. She announced that the additional cost of approximately $1,500.00 could be handled easily and without increasing budget totals.

Following discussion, upon motion of Mrs. Rugeley, seconded by Dr. Hairston, it was unanimously

RESOLVED, That the Library Board accept the Special Task Force's recommendation of employing the Security Officer for four nights each week, Tuesday through Friday during the Fall and Winter months.

Motion carried.

NEW BUSINESS

Library Board Committee Assignments. A roster of standing committee assignments was distributed to members present. The President reviewed the list of committees and reported changes that were made from the previous year. Following discussion, committee assignments were accepted as presented and are recorded as follows:

STANDING COMMITTEES

1981/1982

Book Committee

Rugeley, Mrs. Virginia, Chair
Cheshire, Mr. William P.
Hairston, Dr. Shirley
Kauffelt, Mr. T. D.
Kuhns, Mr. Dewey E. S.

Budget Committee

Wallace, Dr. William J. L., Chair
Bannerot, Dr. Frederick G.
Kauffelt, Mr. T. D.
Kuhns, Mr. Dewey E. S.
Ray, Mr. John L.
Santrock, Mr. John
Smith, Mrs. Helen

Building and Grounds Committee

Santrock, Mr. John, Chair
Glasser, Mrs. Carole
Kauffelt, Mr. T. D.
Kuhns, Mr. Dewey E. S.
Smith, Mr. James C.

Community Service Committee

Ray, Mr. John L., Chair	(Chas.)
Fisher, Mr. Arthur C.	(S'ville)
Gallian, Mrs. Edna	(Clendenin)
North, Mrs. Anne	(Malden)
Santrock, Mr. John	(Nitro)
Smith, Mr. James	(Elk V.)
Smith, Mrs. Helen	(Dunbar)
Wallace, Dr. William J. L.	(Institute)

Finance Committee

Jacobson, Mr. Bernard H., Chair
Anderson, Mrs. Margaret
Fisher, Mr. Arthur C.

Gifts, Bequests and Endowment

Anderson, Mrs. Margaret, Chair
Gallian, Mrs. Edna
Jacobson, Mr. Bernard H.

Insurance Committee

Smith, Mr. James C., Chair
Anderson, Mrs. Margaret
Jacobson, Mr. Bernard H.
Ray, Mr. John L.

Long Range Planning Committee

Smith, Mrs. Helen, Chair
Cheshire, Mr. William P.
Hairston, Dr. Shirley
North, Mrs. Anne
Rugeley, Mrs. Virginia
Wallace, Dr. William J. L.

Personnel Committee

Bannerot, Dr. Frederick G., Chair
Cheshire, Mr. William P.
Glasser, Mrs. Carole
Hairston, Dr. Shirley
Rugeley, Mrs. Virginia

Special Resources Committee

North, Mrs. Anne, Chair
Bannerot, Dr. Frederick G.
Fisher, Mr. Arthur C.
Gallian, Mrs. Edna
Glasser, Mrs. Carole

Amendment to Bylaws. Mr. Cheshire moved that the following resolution be adopted:

RESOLVED, That Section 1 of Article III of the Bylaws of the Kanawha County Public Library be amended so as to read as follows:

The officers of the Library Board shall consist of a President, two Vice-Presidents, a Secretary and a Treasurer, and an Assistant Secretary and an Assistant Treasurer, who shall be elected at the annual meeting in July, to hold their office for one year, and until their successors are elected. They shall be members of the Library Board, except the Library Director may be Secretary and/or Treasurer, and the Assistant Library Director may be Assistant Secretary and/or Assistant Treasurer.

Mrs. North seconded the motion. Motion carried.

Mrs. Smith moved that the following resolution be adopted:

RESOLVED, That Section 1 of Article VI of the Bylaws of Kanawha County Public Library be amended so as to read as follows:

The Library Director shall verify and order all bills to be paid and payroll to be met in a timely manner provided that all such payments are authorized expenditures under the current budget approved by the Library Board.

RESOLVED, That Section 2 of Article VI of the Bylaws of Kanawha County Public Library be amended so as to read as follows:

A record of all bills ordered to be paid by the Library Director shall be presented to the Library Board for its inspection and review at each regular monthly meeting, after which all bills so presented shall be transmitted by the Library Director to the proper department of the Kanawha County Board of Education for payment, unless the Library Board directs otherwise.

Mrs. North seconded the motion. Motion carried.

West Virginia Library Association Seminar on Long Range Planning and Annual Conference. The President reported that the West Virginia Library Association Seminar on Long Range Planning and Annual Conference will be

held at The Greenbrier, White Sulphur Springs on November 10-14, 1981. He stated that the seminar should prove very useful, especially because the Library's current Long Range Planning document, now almost five years old, is due for updating.

The President reported that the Travel budget, as amended by action of the Board in June and by earlier action at this meeting, would cover the following:

Planning Seminar	West Virginia Library Conference
Three Library Directors	Three Library Directors
Assistant Director	Library Director and Assistant Library Director
Two Librarians	Three Librarians

Two directors attending both; one director attending only Planning and one director attending West Virginia Library Association. The total amount is not to exceed $4,274.00.

After discussion, upon motion by Mrs. North, seconded by Mrs. Rugeley, it was unanimously

> RESOLVED, That the expenses of four Library Board members, the Library Director, the Assistant Library Director and three librarians not to exceed $4,274.00 be paid for attendance at the West Virginia Library Association Seminar on Long Range Planning and/or the Annual Conference held at The Greenbrier, White Sulphur Springs, West Virginia.

Motion carried.

Approval of Bills. The Library Director submitted Book Bills List No. 291 ($12,842.49) and General Bills List No. 291 ($26,287.13) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Rugeley, seconded by Mr. Cheshire, and duly adopted, it was ordered that the bills set out on the two lists be paid.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 289 ($638.99) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Rugeley, seconded by Mrs. Smith, and duly adopted, it was ordered that the bills set out on the said list be paid.

There being no further business, the meeting on motion adjourned.

Donald O. Spurgeon
President

Nicholas Winowich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

OCTOBER 7, 1981

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on Wednesday, October 7, 1981 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Wallace
Mrs. Anderson
Dr. Bannerot
Mr. Cheshire
Mrs. Gallian
Mrs. Glasser
Dr. Hairston
Mrs. North
Mr. Ray
Mrs. Rugeley
Mrs. Smith

Also present was Mr. Winowich, Library Director and Mr. Stern, Assistant Library Director.

In the absence of Mr. Springer, President, Dr. Wallace, First Vice-President presided. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present. Dr. Wallace announced that Mr. Springer and Mr. Kuhns were absent only because of surgery and illness in their respective families. He extended, on behalf of the Library Board of Directors, its expression of hope and recovery.

The minutes of the September 9, 1981 meeting were approved.

Library Director's Monthly Report. The Library Director presented an oral report on the activities for the month of September, 1981. Included were the following:

1. The 1981/1982 Fall-Winter-Spring schedule went into effect at the branches on Tuesday, September 15, 1981. Sunday library service was resumed in Charleston, Dunbar and St. Albans effective September 13, 1981.

2. The Staff and I have met on two occasions for the purpose of receiving their input and involvement in the long range planning process.

3. Miss Deborah Voigt, a graduate of the University of Illinois Library School (MS, 1977), and previously employed as a cataloger and newspaper librarian, was appointed Circulation Librarian effective September 1, 1981. Debby is a delightful, talented person who owns a second Master's Degree, one in German.

4. Miss June R. Martin and I are getting "Cranked-up" for the 200th Anniversary celebration of the City; its people, sites and events. We expect, also, to emphasize oral history projects involving senior citizens and tape recorders.

5. The fountain sculpture, facing Capitol Street, has sprung a 500 gallon leak which defies location in spite of considerable attention. Fortunately, West Virginia Water Company, through its leak locator inspector with sensitive instrumentation, promised to find the trouble spot. This is expected to save us considerable time, energy, cost, and the horror of digging in the wrong place.

6. Studio Window by Grace Martin Frame Taylor is a water color painting presented to Kanawha County Public Library in 1945. This outstanding work by a local artist will be on exhibit at the Cultural Center through February, 1982.

Budget Committee.

Cash Management. Mr. Stern reported that Kanawha County Public Library owns one Certificate of Deposit for $165,000.00, purchased from Kanawha Valley Bank on September 29, 1981, at 14.5%, which will earn $1,049.19 interest when it matures on October 13, 1981. A Certificate of Deposit of $140,000.00 will be purchased on October 13, 1981 to mature on November 2, 1981 and a Certificate of Deposit of $200,000.00 will be purchased October 20, 1981 to mature November 2, 1981. A Certificate of

Deposit of $240,000.00 will be purchased November 2, 1981 to mature on November 10, 1981. Mr. Stern added that actual purchase dates and amounts may vary slightly from the schedule, as outlined, depending on the timing of October income to be received.

Finance Committee Cash Management. Mr. Stern reported that the Finance Committee's $39,000.00 in 182-day Money Market Certificate, held under safe-keeping receipts at Kanawha Valley Bank, would mature October 16, 1981, earning interest of $2,702.30. He reported that Bradford Fund income and gifts received since April 16, 1981, the purchase date of present certificates, would make possible the purchase of $46,000.00 in 182-day Money Market on "roll-over," October 16, 1981. Upon motion of Dr. Hairston, seconded by Mrs. Anderson, it was unanimously

> RESOLVED, That the Treasurer of the Library Board be and is hereby authorized to invest $46,000.00 to the account of Kanawha County Public Library Finance Committee in two (2) 182-day Money Market Certificates of Deposit of $10,000.00 each and one (1) Money Market Certificate of Deposit of $26,000.00, effective October 16, 1981.

Finance Committee Correspondence. Mr. Stern read excerpts from the September 16, 1981 letter of Ellen R. Archibald, Senior Trust Officer, Charleston National Bank, in connection with its Kanawha County Public Library Trust Account No. 2428 (the pooled Arthur Hanson Fund and Ivor Boiarsky Fund with June 30, 1981 market value of $6,274.43), as follows:

> "In order to provide certainty of a favorable investment return commensurate with current investment opportunities, we have decided to sell the units of Collective Fund I and purchase U. S. Government Bonds or Federal Land Bank Bonds maturing in 1985 or 1986. Based upon current prices the yield to maturity should be about 16% average return per year.

"....The certainty of this return and the ease of marketability of this type of investment are the primary reasons for this change."

Problem Patron. Mrs. Rugeley, Chairperson, Special Task Force on the Problem Patron, made a report on the Committee's meeting of September 18, 1981 with Mr. Philip B. Hereford, City Attorney, concerning legal aspects of dealing with problem patrons. Mrs. Rugeley commented that this meeting has made it possible for the staff to deal competently and confidently with an abusive patron, Ms. Moran, who was arrested September 23, 1981 on a trespass warrant sworn out by Mr. Stern.

Building and Grounds Committee. In the absence of Mr. Santrock, Chairman, Building and Grounds Committee, the Library Director reported that he and Mr. Santrock met on September 25, 1981, to discuss the following items to be considered by the Committee:

1. Carpet installation on main floor.
   Cost estimated to be approximately $13,000.
   A Staff committee has been appointed to make recommendations to the Committee on areas to be covered, colors, etc.

2. Installation of additional outside lighting on Arcade, Summers and Capitol Street sides of library building.
   Cost estimated to be about $7,500.

3. Plants and planting replacement needs at Charleston and Sissonville sites at an estimated cost of $1,500.

The Library Director stated that the Committee is expected to submit its recommendations to the Library Board at its November meeting. There was some discussion.

Long Range Planning Committee. Mrs. Smith, Chairman, expressed her appreciation to the Library Board for asking her to be one of the representatives of the Library Board at the Public Library Association's

"A Planning Process Workshop" and the West Virginia Library Association meeting which will be held consecutively at The Greenbrier at White Sulphur Springs, West Virginia, on November 10-14, 1981.

Mrs. Smith reported that the staff Ad Hoc Long Range Planning Committee, appointed by the Library Director, had met. The Committee - General Chairman, Mr. Winowich; General Co-Chairman, Mrs. Sara Sue Wright; Mr. Stern and Ms. Jo Ellen Flagg - will meet with the Library Long Range Planning Committee, October 14, 1981, 2:00 p.m. in the Library Board Room, to develop a "game plan" for their participation at the PLA "A Planning Process Workshop." This joint Committee will be working from Mr. Winowich's helpful outline, including the following:

1. Purposes/aims/goals/objectives
2. Definition of terms - short range, medium range, and long range
3. Who? What? When? Why?
4. Library Board and staff involvement
5. Costs - substitutes, management consultants, and others
6. Structure

The Chairman stated there will be a great deal of work and time involved by the staff and the Library Board. A meeting of the Ad Hoc Committee and the Long Range Committee is scheduled to be held on October 14, 1981 at 2:00 p.m. in the Library Board Room.

Harry White Memorial Recognition Letter. The Library Director reported that Harry White, a special friend of the St. Albans Library, died on September 20, 1981. Mr. White had served the St. Albans Library Board as a member, Treasurer and friend. Although Mr. White had been confined to a

wheel chair for approximately 20 years, he was always willing and ready to contribute his services because of his special affection for the library and its people. The St. Albans Library Board recognized Mr. White at a special program in April, 1980 when a bronze plaque was placed in The Conference Room of the St. Albans Library in honor of his quarter century of service. Mr. White will be greatly missed by the library community as well as by his family and many friends.

The Library Director read a letter he had written in behalf of the Library Board to Mrs. White. Afterwards, the letter was ordered to be filed.

Approval of Bills. The Library Director submitted Book Bills List No. 292 ($9,119.79) and General Bills List No. 292 ($23,509.44) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Rugeley, seconded by Dr. Bannerot, it was ordered that the bills set out on the two lists be paid.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 290 ($490.51) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Rugeley, seconded by Mrs. North, and duly adopted, it was ordered that the bills set out on the said list be paid.

There being no further business, the meeting on motion adjourned.

Phillip L. Wallace
First Vice-President

Joel Stern
Assistant Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

NOVEMBER 4, 1981

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on Wednesday, November 4, 1981 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Springer
Mrs. Anderson
Mrs. Gallian
Mrs. Glasser
Dr. Hairston
Mr. Kauffelt
Mr. Kuhns
Mrs. North
Mrs. Rugeley
Mr. Santrock
Mrs. Smith
Dr. Wallace

Also present was Mr. Stern, Assistant Library Director. Mr. Winowich, Library Director, was excused.

Mr. Springer, President, presided. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the October 7, 1981 meeting were approved.

Nicholas Winowich: A Tribute. The President reported that a "surprise" reception, honoring Nicholas Winowich for his 25 years of service as Director of Kanawha County Public Library, was held in The John V. Ray Room on Wednesday, November 4, 1981, just prior to this meeting. The President warmly congratulated Mr. Winowich for his years of competent and dedicated service, adding that the Library's growth and its solid record of service

to the community was due, in no small measure, to his capable leadership. After similar statements of affection and tribute by other Board members, upon motion of Dr. Wallace, seconded by Mrs. Smith, it was ordered that the following resolution be spread upon the minutes of this meeting:

WHEREAS, Nicholas Winowich has completed 25 years of service as Director of Kanawha County Public Library on October 24, 1981; and

WHEREAS, Nicholas Winowich has directed the growth of patron service capability and competency and the expansion of this Library into a true county-wide system with great skill; and

WHEREAS, Nicholas Winowich has exhibited the highest standard of professional competence, of personal integrity, of fairness and has actively and continuously shown genuine concern for his fellow-workers in the performance of his duties; and

WHEREAS, Nicholas Winowich has always dealt with this - and previous - Library Boards in a genuine spirit of mutuality of purpose and candor; and

WHEREAS, Nicholas Winowich has meaningfully expressed his concern for the larger community in which he lives and works by his active participation in local service and cultural agencies; and

THEREFORE BE IT RESOLVED, That we honor Nicholas Winowich with this statement of affection, appreciation and respect on his 25th anniversary of service to this institution and our community; and

RESOLVED FURTHER, That this resolution be spread upon the minutes of this meeting for a permanent record and that a copy be sent to our dear friend and esteemed colleague with the hope that this Library will continue to benefit from his dedicated leadership for many years to come.

Motion carried.

Library Director's Monthly Report. Due to the absence of the Library Director, no oral report was given. A written report will be prepared and mailed to the Library Board of Directors.

Reports of Committees.

Budget Committee.

Audit Report Fiscal Year 1980/1981. Dr. Wallace, Chairman, Budget Committee, reported that the annual audit of cash receipts and disbursements for the fiscal year ended June 30, 1981, was received October 30, 1981 from Arnett and Foster, Certified Public Accountants. After distributing copies of the audited Financial Report and accompanying Management Letter to each Board member present, he added that copies had been mailed earlier to the President and the Chairman, Budget Committee.

Dr. Wallace then briefly summarized the Management Letter recommendations and the Library's future action in response:

Purchasing and Receiving of Books and Library Materials. The auditors recommended "...that someone independent of the Ordering Department should be responsible for receiving materials purchased," as now is being done for supplies and equipment purchases. No immediate adoption of this recommendation is planned. Mr. Stern added that adoption would entail additional personnel costs of at least $5,000.00 for a half-time clerk which, in his judgment, were not justified because of the relative low exposure to dummy invoices, invoice padding, etc.

Accounting Manual. The Management Letter stated, "...there is a serious need for documentation of policies and responsibilities in the various accounting areas...." Dr. Wallace reported that Mr. Aaron Rapking was already at work on the preparation of an Accounting Manual although it was proceeding more slowly than had been hoped.

Bidding Procedures. The auditors recommended that tightened procedures be followed for purchase of smaller capital items not put out to formal, legally advertised bidding. Mr. Stern added that better documentation of mail/telephone price quotes would be made in the future and that "single source" items would be clearly identified and explained. After remarks by Mr. Stern on Cash Balances at the end of the past three years and a general discussion, upon motion by Dr. Wallace, seconded by Mrs. Smith, it was unanimously

RESOLVED, That the Audit Report, which includes a Financial Report with accompanying Management Letter, for fiscal year 1980/1981 be received and filed.

Motion carried.

Cash Management. Mr. Stern reported that Kanawha County Public Library owns one Certificate of Deposit for $240,000.00 purchased from the National Bank of Commerce on November 2, 1981, at 14.25%, which will earn $749.59 interest when it matures on November 10, 1981. A Certificate of Deposit of $100,000.00 will be purchased on November 10, 1981 to mature on December 1, 1981 and a Certificate of Deposit of $140,000.00 will be purchased November 10, 1981 to mature on December 15, 1981. A Certificate of Deposit of $100,000.00 will be purchased November 17, 1981 to mature on December 15, 1981. Mr. Stern added that actual purchase dates and amounts may vary slightly from the schedule, as outlined, depending on the timing of November income to be received.

Budget Preliminary. Mr. Springer reported that he and Dr. Wallace, Chairman, Budget Committee, had met with the Library Director and Mr. Stern for a preliminary discussion of the 1982/1983 Budget. He commented that the budgeting process for 1982/1983 would be complicated by uncertainty about next year's GIA funding in part because of the rejection of the "Road Bond Amendment" at the November 3, 1981 election.

Building and Grounds Committee. Mr. Santrock, Chairman, reported that the Building and Grounds Committee was rescheduling its meeting so that it may receive recommendations to be made by the "Carpeting Project" staff committee. He added that the meeting of the Board committee would discuss:

1. "Carpet Project" - The Staff Committee would submit recommendation on the floor area to be carpeted including whether high-traffic areas should be tiled rather than carpeted as well as suggestions on color. The Board Committee will consider these recommendations and deal with the technical questions of pad vs. no-pad and the preparation of bid specifications, perhaps with the help of an outside advisor.

2. "Outside Lighting Project" - Upon clarification of cost sharing we can expect from Kanawha Banking and Trust - Mr. Ike Smith, Kanawha Banking and Trust's Vice President, has orally assured the Library Director of some help. The Board Committee will supervise the drawing up of bid specifications.

Long Range Planning Committee. Mrs. Smith, Chairman, reported that the Long Range Planning Committee and senior staff members met on November 2, 1981 for an excellent presentation made by Mrs. Rugeley on "Management By Objective."

Copies of MBO material were distributed to members present. Mrs. Smith also reported that a preliminary Long Range Planning outline, prepared by staff with active participation by the Library Director, would be submitted to the Planning Committee. Mrs. Smith added that this outline was partly in preparation for the Public Library Association "Planning Process Workshop," November 10/12, 1981 at The Greenbrier, which would be attended by three Board members and three staff members. The Committee will continue their work on Long Range Planning in the light of insights gained from the Workshop.

UNFINISHED BUSINESS

Problem Patron. Mrs. Rugeley reported that Mr. Philip B. Hereford, City Prosecutor and Counsel to Charleston Police Department, had conducted a two-hour seminar, October 28, 1981, for library staff including branches, on the legal/police aspects of dealing with problem patrons. A repeat seminar will be held November 5, 1981 for staff not able to attend the earlier session. Mrs. Rugeley, who attended the first session, observed that the seminar was well-received by staff members present.

NEW BUSINESS

Approval of Bills. The Library Director submitted Book Bills List No. 293 ($16,403.21) and General Bills List No. 293 ($22,533.14), duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Glasser, seconded by Mrs. Rugeley, it was ordered that the bills set out on the two lists be paid.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 291 ($73.73) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Glasser, seconded by Mrs. Rugeley, and duly adopted, it was ordered that the bills set out on the said list be paid.

There being no further business, the meeting on motion adjourned.

Ronald N. Lorenz
President

Joel Stern
Assistant Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

DECEMBER 9, 1981

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on Wednesday, December 9, 1981 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Springer
Mr. Cheshire
Mrs. Gallian
Mrs. Glasser
Mr. Kuhns
Mrs. North
Mr. Ray
Mrs. Rugeley
Mr. Santrock
Mr. Smith
Dr. Wallace

Also present was Mr. Winowich, Library Director and Mr. Stern, Assistant Library Director.

Mr. Springer, President, presided. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the November 4, 1981 meeting were approved.

Nicholas Winowich: A Tribute. The President, after making a few remarks on Mr. Winowich's 25th Anniversary at the Library, requested that the November, 1981 Resolution be read aloud. Upon completion of Mr. Stern's reading, the President presented Mr. Winowich a specially typed copy of the Resolution which Mr. Winowich accepted with appropriate thanks.

Library Director's Monthly Report. The Library Director presented an oral report on the activities for the month of November, 1981. Included were the following:

1. Charleston's 200th Anniversary is scheduled to be observed in 1988. Kanawha County Public Library, as an obligation to its purpose and function in local history, is beginning to accumulate photographs of the city - some of which are scenes of the early 1900's. These rare and valuable additions will strengthen the local history picture collection already in place. Our effort has become easier with the help of Harry Brawley, Ned Chilton, Mrs. Sam Moore, John Santrock and Charlie Williamson, Jr. Stories and pictures appearing in local newspapers also have been helpful. I hasten to add that our attention in these matters is broad enough to include and to accept historical photographs of the Kanawha Valley.

2. The Library's Oral History Project continues with the help of Dr. Eugene Harper, Professor of History, University of Charleston. A conversation with Price Williams, age 92 and a former teacher, has been completed. Other persons to be interviewed include Mr. Simon Galperin and Mr. Dewey Kuhns.

3. A film, Charleston, 1932, funded in part by the Charleston Daily Mail and Kearse, is expected to be added to the Library's local history collection. A print has been made and will be shown, on occasions, in The John V. Ray Room following delivery.

4. Miss Peggy Palmer, Branch Librarian, St. Albans, was honored by West Virginia Library Association as its OUTSTANDING NEW LIBRARIAN for 1981. The award was presented at a special ceremony during the annual conference held at The Greenbrier.

5. Thanks and appreciation are extended to the Library Board of Directors for making it possible to send staff to the West Virginia Library Association Annual Conference held at The Greenbrier on November 12-14, 1981. Attending staff are: Ms. Lois Leasure (Extension), Mrs. Daisy Stemple (Sissonville), Mrs. Sara Sue Wright (Adult Circulation) and Joel Stern and Nick Winowich (Administration).

6. I wish to recognize the thoughtfulness and kindness of the Library Boards in Cross Lanes, Dunbar and St. Albans who made funds available in order that Ms. Peggy Karkos, Steve Crowley and Miss Peggy Palmer would have an opportunity to attend the 1981 annual conference of the West Virginia Library Association.

7. There is a new game in town - DO THE CHARLESTON - a Monopoly type creation produced, in a limited quantity, by the Charleston Area Chamber of Commerce for $10.95. Kanawha County Public Library is visible on the board and is a part of the game.

8. My family and I, on a personal note, expresses its deep appreciation to the Library Board of Directors for the wonderful, exciting, SURPRISE party given to me on the occasion of my Silver Anniversary. I will never forget the event and will always cherish, with fondness and affection, the tray and mug and the fellowship and hospitality.

Reports of Committees.

Budget Committee.

Cash Management. Dr. Wallace reported that Kanawha County Public Library owns one Certificate of Deposit for $140,000.00 purchased from the Kanawha Banking and Trust Company on November 10, 1981, at 12.50% which will earn $1,701.39 interest when it matures on December 15, 1981 and one Certificate of Deposit for $100,000.00 purchased from the Charleston National Bank on November 24, 1981 at 11.25% which will earn $656.25 on December 15, 1981. A Certificate of Deposit for $230,000.00 will be purchased on December 15, 1981 to mature on January 5, 1982. A Certificate of Deposit for $230,000.00 will be purchased on January 5, 1982 to mature on January 13, 1982.

Building and Grounds Committee. Mr. Santrock, Chairman, reported that the Committee held a meeting, November 15, 1981, attended by Miss Martin, Mrs. Wright and Mr. Stern of the staff, at which the carpeting

project was extensively discussed. The Library Director reported that, with the Chairman's approval, he had made tentative arrangements for Mr. Malcolm Silverberg to be the library's carpeting technical expert for an honorarium, if any, not to exceed $300. The technical expert's responsibilities will include preparation of bid specifications and evaluation of bids received.

Mr. Santrock also reported on the outside lighting project.

1. Kanawha Banking and Trust will contribute $1,500 to the project.

2. Mr. Sam Flourney, representing ownership of The Arcade, and Mr. Angus Peyton, representing ownership of the Job Corps building, have each promised contributions without yet specifying amounts.

The Library Director added that Mayor Joe Smith, in response to his request for help on the lighting project, suggested that the Library add $1,500.00 - $3,000.00 to its regular 1982/1983 budget request to the City of Charleston.

Long Range Planning Committee. In the absence of Mrs. Smith, Chairman, the Library Director reported that the Committee is working with the staff Ad Hoc Committee, consisting of Miss Flagg, Mrs. Wright, Mr. Stern and the Library Director.

The staff Ad Hoc Committee will meet soon with the Library Board members (Mrs. Smith, Dr. Wallace and Dr. Bannerot) who attended the Public Library Association (ALA), "Planning Process Workshop," held November 10-12, 1981, in conjunction with the annual WVLA meeting at The Greenbrier. Another meeting will then be held between the staff Ad Hoc Committee and the Board's full Long Range Planning Committee.

Mr. Stern reported on the Planning Process Workshop where the Library was represented by the three Directors named above and by three staff librarians - Ms. Flagg, Mrs. Wright and Mr. Stern. Mr. Stern said that everyone worked at the Workshop; it was not a junket. Mr. Stern added that the planning Process is an exciting concept, involving substantial amounts of staff time over a long period, broad participation by interested members of the community and requiring ongoing financial support from the Library Board. Dr. Wallace commented that Mrs. Rugeley's Management By Objective - mini-seminar, held November 2, 1981 for interested Board members, was an excellent preparation for the Workshop.

Approval of Bills. The Library Director submitted Book Bills List No. 294 ($23,569.97) and General Bills List No. 294 ($20,131.72), duly certified and approved in accordance with the Bylaws, and on motion by Mr. Santrock, seconded by Dr. Wallace, it was ordered that the bills set out on the two lists be paid.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 292 ($796.11) duly certified and approved in accordance with the Bylaws, and on motion by Mr. Santrock, seconded by Mr. Kuhns, and duly adopted, it was ordered that the bills set out on the said list be paid.

There being no further business, the meeting on motion adjourned.

Rudolf O. Springer
President

Rod Stern
Assistant Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JANUARY 6, 1982

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on Wednesday, January 6, 1982 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Springer
Mrs. Anderson
Mrs. Gallian
Dr. Hairston
Mr. Kauffelt
Mrs. North
Mrs. Rugeley
Mr. Santrock
Mrs. Smith

Also present was Mr. Winowich, Library Director and Mr. Stern, Assistant Library Director.

Mr. Springer, President, presided. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the December 9, 1981 meeting were approved.

Library Director's Monthly Report. The Library Director presented an oral report on the activities for the month of December, 1981. Mrs. Betty Jane Harper, Special Clerk, while removing decorations from the Christmas tree in the Children's Department, on January 4, 1982, slipped from the step ladder and fell. She sustained a deep laceration to the head and was rushed to the emergency room of Charleston General hospital. Preliminary reports seem to indicate no serious injury to back and/or neck nor fracture to skull.

Many library patrons and other citizens called or stopped by the next day to inquire about Mrs. Harper's condition after seeing her picture, taken just before the paramedics arrived, which appeared on the inside front page of that morning's Charleston Gazette. It was a heartwarming reconfirmation of the basic compassion of people.

On Tuesday morning, January 5, 1982, a library patron telephoned me to report that he had found anti-Semitic hate scribbled in a number of books while looking for Sunday School materials in the religious section (the 200's) on our second floor. Upon investigation, Mr. Stern and I discovered 21 books which carried messages of hate and revulsion. Staff has been alerted and appropriate action will be taken.

I wish to recognize receipt of special cash gifts received during the calendar year of 1981.

William A. Bradford Fund	$7,214.75	
Steele A. Hawkins Trust	2,305.19	
Blanche and Bernard Jacobson Foundation	1,000.00	
KB&T Charitable Trust	1,500.00	
John V. Ray Fund	588.20	
Other gifts, totaling	1,099.61	
Total		$13,707.75

Most of the resources, noted above, will be expended to purchase books and/or library materials. The gift by Kanawha Banking and Trust Charitable Trust will be used for the Library's outdoor lighting project.

Snow removal "squads" are ready "to do their thing" at each building site when the white stuff covers the ground.

All branch libraries as-well-as Clendenin and Nitro had special Christmas trees furnished and decorated by Friends and/or elementary school children.

Cataloging by Computer: Online Computer Library Center must be and is the best invention since sliced bread - when in operation. Unfortunately, much of last month's time was down because of "glitches" that resulted from OCLC's moving its equipment into newer, larger quarters.

We are beginning to use a secondary feature of our OCLC equipment to great advantage: the ability to determine quickly where we can borrow a particular title for the patron who requests a book not in our collection.

Miss Linda Hill, a resident of Chester, Virginia, is a graduate of Rosary College, River Forest, Illinois, an ALA (American Library Association) accredited institution and master's program. Her degree was earned in 1972. Miss Hill visited Charleston and was interviewed by a special search committee composed of Jo Ellen Flagg, Lois Leasure, Franca Martin and Mary Frances Lee. The interview process and reference consultation were commendable.

Miss Linda Hill will be employed, effective January 11, 1982, as Branch Librarian, Elk Valley Branch Library.

Reports of Committees.

Budget Committee.

Cash Management. Mr. Stern reported that Kanawha County Public Library owns one Certificate of Deposit for $230,000.00 purchased from the Kanawha Valley Bank on January 5, 1982, at 12.61% which will earn $556.22 interest when it matures on January 12, 1982. A Certificate of Deposit for $290,000.00 will be purchased on January 12, 1982 to mature on January 26, 1982. A Certificate of Deposit for $350,000.00 will be purchased on January 26, 1982 to mature on February 9, 1982.

Budget 1982/1983. In the absence of Dr. Wallace, Chairman, Mr. Stern reported that Mr. Springer, Dr. Wallace, the Library Director and

he had met once since the December Board Meeting to discuss over-all considerations for Budget 1982/1983. He stated that a tentative draft was near completion. He concluded by saying there would be one more meeting of Mr. Springer, Dr. Wallace, Mr. Winowich and Mr. Stern and at least one - possibly two - meetings of the Budget Committee prior to the presentation of the Budget at the February Board Meeting.

Personnel Committee.

Salary Compensation for Nova Casto. Mr. Stern reported that Nova Casto, Special Clerk at Elk Valley Branch, has been Acting Branch Chief of that branch since July 27, 1981 and that she will have earned 55 days vacation when the arrival of the new Librarian, January 11, 1982, terminates Ms. Casto's "term of office." This additional compensation was earned by Ms. Casto under the memo of October 22, 1979. Mr. Stern said that this memo was developed on the premise that the term of Acting Chief would not last longer than eight weeks, resulting in 15 days additional vacation.

Mr. Stern recommended that 45 days of Ms. Casto's 55 days be converted to an extra cash payment, at her regular daily rate, leaving 10 days of additional vacation, in order to facilitate the "breaking-in period" for the new Librarian. This cash payment, he said, would total $1,971.90. Mr. Stern pointed out that hiring a substitute Librarian as Acting Chief would have cost over three times the recommended cash payment to Ms. Casto.

After discussion, upon motion of Mrs. Smith, seconded by Dr. Hairston, it was unanimously

RESOLVED, That Nova Casto be given special compensation for services rendered as Acting Elk Valley Branch Librarian for 55 days; she is to be paid for 45 days at a total sum of $1,971.90 and given 10 days of additional paid vacation.

Motion carried.

Long Range Planning Committee. Mrs. Smith, Chairman, reported that there was no report. The Library Director reported that the Board Committee will meet one day next week with the Staff Ad Hoc Committee to get directions and set priorities.

Building and Grounds Committee. The Library Director reported that Mr. Santrock, Chairman, and he had discussed several matters. The Library Director added that Kanawha Banking and Trust made a $1,500.00 contribution to the Library for the "lighting project" in December and that additional contributions were confidently expected from the owners of the Job Corps building and the Arcade building. He also said that the "carpeting project" would not be started until early Spring so that the new carpeting could be "broken in" in drier weather. Mr. Winowich concluded by saying that he and Mr. Santrock will meet again next week to discuss employment of an architect.

NEW BUSINESS

American Library Association Midwinter Conference. It was regularly moved, seconded and carried that the following resolution be adopted:

RESOLVED, That the Library Director and the Assistant Director be authorized to attend the American Library Conference to be held in Denver, Colorado, January 22-28, 1982 and that expenses, not to exceed $1,500.00 be paid.

Motion carried.

Approval of Bills. The Library Director submitted Book Bills List No. 295 ($14,304.82) and General Bills List No. 295 ($15,139.71) duly certified and approved in accordance with the Bylaws, and on motion by Mr. Santrock, seconded by Mrs. Smith, it was ordered that the bills set out on the two lists be paid.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 293 ($502.58) duly certified and approved in accordance with the Bylaws, and on motion by Mr. Santrock, seconded by Dr. Hairston, and duly adopted, it was ordered that the bills set out on the said list be paid.

There being no further business, the meeting on motion adjourned.

President

Assistant Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

FEBRUARY 10, 1982

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on Wednesday, February 10, 1982 at 3:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Springer
Mrs. Gallian
Mrs. Glasser
Dr. Hairston
Mr. Kauffelt
Mr. Ray
Mrs. Smith
Dr. Wallace

Also present was Mr. Winowich, Library Director and Mr. Stern, Assistant Library Director.

Mr. Springer, President, presided. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the January 6, 1982 meeting were approved.

Library Director's Monthly Report. No oral report was given by the Library Director. A report would be prepared and mailed to each Library Board member.

Reports of Committees.

Building and Grounds Committee. In the absence of Mr. Santrock, Chairman, the Library Director reported that the Building and Grounds Committee met on January 21, 1982 in the Board Room of the Library. Minutes of the meeting were mailed to the Board members prior to the meeting.

The following matters were discussed:

a. Carpeting for the first floor. Committee recommended that Mr. Malcolm Silverberg be employed as a consultant at a fee not to exceed $300.00. Mr. Silverberg's consulting duties should include (1) helping with plans and bid specifications, (2) reviewing and evaluating bids, and (3) acting as "Clerk of the works."

b. Employment of an architect for outside lighting. Cost of lighting will be approximately $8,100.00. It was reported that the Library expected to receive contributions totaling $4,500.00.

c. Landscape. The Library Director reported that Mr. Jeff Nelsen, a Department of Natural Resource employee (Landscape architect) would be asked to help with lay-out and bid specifications for the "Landscaping Project" at Sissonville and at the Main Library. The estimated cost of the landscaping project was $3,800.00.

A detailed schedule of proposed expenditures for the three projects is as follows:

Item	Project Costs		Notes
I. Carpeting		$13,200 Est.	Already budgeted
Carpet expert, including consultant fee			
II. Outside Lighting			
Materials and Installation	$7,500 Est.		
Architect's Fee, at 8%	600 Est.		
		$ 8,100 Est.	
Less: Contributions			
Kanawha Banking & Trust	1,500		In hand
Kanawha Hotel	1,500		Practically in hand
Arcade	1,500		Looks good
Total		4,500	
		$3,600 Est.	Funding needed
III. Landscaping			
Sissonville, includes $200 design fees		$2,700 Est.	Funding needed
Main Library, including $100 design fees		1,100 Est.	Funding needed
Total Funding Needed		$7,400 Est.	

Upon motion by Mr. Kauffelt, seconded by Mrs. Glasser, it was unanimously

RESOLVED, That the Library Board employ Malcolm Silverberg as the expert of our carpet installation at a fee not to exceed $300.00.

Motion carried.

It was recommended that the Building and Grounds Committee select an architect for the outside lighting project.

After further discussion, upon motion by Dr. Wallace, seconded by Mr. Kauffelt, it was unanimously

RESOLVED, That the Library Board reallocate $7,400.00 from the Automated Circulation System account to cover estimated costs of the Outside Lighting and Landscaping Project.

Motion carried.

Long Range Planning Committee. Mrs. Smith, Chairman, reported that a meeting of the Long Range Planning Committee was held on January 20, 1982. Copies of the minutes of the meeting were mailed previously to the members of the Library Board.

Mrs. Smith reported that the Committee felt that the Library Board should make a firm commitment in principle to a Long Range Plan for The Library for the next five years. It was recommended that such a study be made under the auspices of the Long Range Planning Committee, and that the study should involve community participation. It was also recommended that the Long Range Planning Committee meet once a month.

After further discussion, upon motion of Mrs. Smith, seconded by Mrs. Glasser, it was unanimously

RESOLVED, That the Library Staff devise a long range plan, with involvement by the greater community, for presentation to the Long Range Planning Committee for its consideration and subsequent recommendation to the Library Board.

Motion carried.

Upon motion by Mrs. Smith, seconded by Dr. Wallace, it was unanimously

RESOLVED, That a Start-Up appropriation of $4,000.00 for the Long Range Plan Project be approved; and

RESOLVED FURTHER, That the reallocation of $4,000.00 be made from the Automated Circulation System account to cover the preliminary cost for Long Range Planning Process:

a.	Approximately 1/2 time substitute	$2,000
b.	Secretarial/stenographic assistance	1,200
c.	Other expenses - supplies, etc.	800
		$4,000

Motion carried.

Budget Committee.

Cash Management. Dr. Wallace reported that Kanawha County Public Library owns one Certificate of Deposit for $450,000.00 purchased from the Kanawha Valley Bank on February 9, 1982, at 14.36% which will earn $1,239.29 interest when it matures on February 16, 1982. A Certificate of Deposit for $400,000.00 will be purchased on February 16, 1982 to mature on March 2, 1982. A Certificate of Deposit for $315,000.00 will be purchased on March 2, 1982 to mature on March 9, 1982.

Overdistribution in Arthur Hanson and Ivor Boiarsky Trust Fund. Kanawha County Public Library, the Library Director reported, was in receipt of a letter of January 22, 1982 by Ellen R. Archibald, Vice President, The Charleston National Bank, which requested that a refund of $56.00 be made to the trust because of an overdistribution.

Following discussion, upon motion by Mr. Kauffelt, seconded by Dr. Wallace, it was unanimously

RESOLVED, That the Library Director be and is hereby authorized to refund the $56.00 to the Arthur Hanson and Ivor Boiarsky Trust Fund at The Charleston National Bank from the account of the Kanawha County Public Library/ Finance Committee.

Motion carried.

Budget for Fiscal Year 1982/1983. Dr. Wallace, Chairman, Budget Committee, reported that the budget process began several months ago. He stated that several meetings were held concerning principles. Four persons were involved: President Springer, Dr. Wallace, Mr. Stern and Mr. Winowich. A proposed budget was subsequently submitted by Stern/Winowich and then examined by the group on several occasions. After revisions, a proposed budget was presented to the Budget Committee. The Budget Committee suggested changes which were included in this final draft of the document now being submitted to the Library Board of Directors for its consideration.

Mr. Stern presented a detailed analysis of the budget document for fiscal year 1982/1983. Mr. Stern stated that less State Grant-In-Aid was being budgeted in view of the uncertainties about legislative appropriations. This, in turn, made for difficult choices between Library Materials and Salaries allocations.

There was considerable discussion especially on the proposed salary increases.

The Library Director, Assistant Director and Miss Ammar were then excused from the meeting. Upon their return, Dr. Wallace moved, Mr. Kauffelt seconded, that the Budget for fiscal year 1982/1983 be adopted. A vote was taken and the motion carried.

Transmittal of Budget to the Board of Education of the County of Kanawha, City of Charleston and County Commission of Kanawha County.

Dr. Wallace moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1982, which has been approved and adopted by the Library Board, be transmitted to the Board of Education of the County of Kanawha by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the Board of Education of the County of Kanawha to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the Board of Education of the County of Kanawha, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Kauffelt, and upon a vote being taken, the motion carried unanimously.

Dr. Wallace moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1982, which has been approved and adopted by the Library Board, be transmitted to the Mayor and Council of the City of Charleston by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 178 of

the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the City of Charleston, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Kauffelt, and upon a vote being taken, the motion carried unanimously.

Dr. Wallace moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1982, which has been approved and adopted by the Library Board, be transmitted to the County Commission of Kanawha County by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the County Commission of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the County Commission of Kanawha County, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Kauffelt, and upon a vote being taken, the motion carried unanimously.

NEW BUSINESS

Approval of Bills. The Library Director submitted Book Bills List No. 296 ($15,028.20) and General Bills List No. 296 ($27,370.01) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Smith, seconded by Mr. Kauffelt, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 294 ($994.97) duly certified and approved in accordance with the Bylaws and on motion by Mrs. Smith, seconded by Mr. Ray, and duly adopted, it was ordered that the bills set out on the said list be paid.

There being no further business, the meeting on motion adjourned.

Donald D. Lovejoy
President

Joel Stern
Assistant Secretary

MINUTES OF A SPECIAL MEETING OF THE

BOARD OF DIRECTORS

HELD ON

FEBRUARY 19, 1982

A special meeting of the Board of Directors of Kanawha County Public Library was held on Friday, February 19, 1982 at 4:00 p. m. in the Board Room of the Library.

The following members were present:

Mr. Springer
Mrs. Anderson
Dr. Bannerot
Mr. Kuhns
Mr. Kauffelt
Mrs. Rugeley

The President called the meeting to order and served as Chairman of the meeting and the Assistant Library Director served as Secretary of the meeting.

The Chairman stated that the Special Meeting had been called for the purpose of reconsidering the budget document for 1982/1983.

The Secretary reported that a notice of a Special Meeting had been given in accordance with the Bylaws and that a quorum was present. It was ordered that a copy of the notice of the Special Meeting be attached to the minutes of the meeting.

Budget for Fiscal 1982/1983. Mr. Springer reviewed the discussion that took place at the February 10, 1982 Board meeting concerning the Budget for fiscal 1982/1983. He stated that the Library Director had spoken with him after the Board meeting about the adoption of the Budget for 1982/1983. The President informed the Library Board Members that the Library Director had some concerns about the salary budget and the library materials budget as presented in the Budget.

Upon motion of Mr. Kauffelt, seconded by Mr. Kuhns, it was unanimously

RESOLVED, That the Library Board rescind the adoption of the Budget from the meeting of February 10, 1982.

Motion carried.

There was some discussion. The Library Director, Assistant Director and Miss Ammar were excused from the meeting.

Upon their return, Mr. Kuhns moved, Mr. Kauffelt seconded, that the Budget as originally presented and adopted at the February 10, 1982 meeting be readopted with the understanding that if the Library received more than the Grant-In-Aid estimate of $2.16, as budgeted, a large portion would go to restore the cuts in the book budget.

Transmittal of Budget to the Board of Education of the County of Kanawha, City of Charleston and County Commission of Kanawha County. Mr. Kuhns moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1982, which has been approved and adopted by the Library Board, be transmitted to the Board of Education of the County of Kanawha by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the Board of Education of the County of Kanawha to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the Board of Education of the County of Kanawha, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Kauffelt, and upon a vote being taken, the motion carried unanimously.

Mr. Kuhns moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1982, which has been approved and adopted by the Library Board, be transmitted to the Mayor and Council of the City of Charleston by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the City of Charleston, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Kauffelt, and upon a vote being taken, the motion carried unanimously.

Mr. Kuhns moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1982, which has been approved and adopted by the Library Board, be transmitted to the County Commission of Kanawha County by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the County Commission of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the County Commission of Kanawha County, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

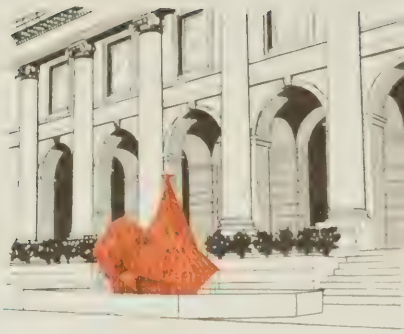
The motion was seconded by Mr. Kauffelt, and upon a vote being taken, the motion carried unanimously.

On motion duly made, seconded and carried the meeting adjourned.

Donald D. Spencer
President

Joel Stern
Assistant Secretary

Capitol Street, Charleston, West Virginia 25301 Telephone 343-4646 Area Code 304
ANAWHA COUNTY PUBLIC LIBRARY



NOTICE

To the Members of the Library Board of Directors:

NOTICE IS HEREBY GIVEN that, pursuant to Section 3 of Article II of the By-laws of Kanawha County Public Library, a special meeting of the Library Board of Directors has been called by the President and will be held on Friday, February 19, 1982 at four o'clock in the Board Room of the Library for the purpose of reconsidering the budget document for 1982/1983.

Dated this 16th day of February, 1982.

By Nicholas Winnicki
Secretary

BUDGET 1982/1983
KANAWHA COUNTY PUBLIC LIBRARY

OPERATING AND MAINTENANCE EXPENSES

Salaries

Librarians	$ 530,888
Clericals	676,139
	$1,207,027

Library Materials

Binding	$ 4,700
Books (incl. Freight In)	180,046
Audio-Visual	17,000
Periodicals	28,000
	$ 229,746

Other Expenses

Salaries - Building	$ 84,538
Social Security	86,000
Health Insurance	80,150
Supplemental Personnel Costs	24,000
SubTotal-Other Personnel Costs	$ 274,688
Building Supplies	6,000
Furniture and Equipment	2,000
Comprehensive Insurance	14,000
Miscellaneous	10,300
Office and Library Supplies	36,000
Processing Costs	26,000
Repairs and Maintenance	16,100
Service Contracts	31,832
Travel	8,491
Utilities	88,253
Vehicles - Operating and Maintenance	11,300
Planning Project	1
	$ 524,964

TOTAL OPERATING EXPENSES	$1,961,738
OTHER CAPITAL SUPPORT	
Building Purchase Contract	24,690
Automation Project	1
TOTAL BUDGET-KCPL	$1,986,429
OTHER LIBRARIES	
Nitro and Clendenin	17,509
GRAND TOTAL	$2,003,938

Other Income

Cross Lanes	$ 2,500	
Dunbar	15,000	
Elk Valley	3,500	
Glasgow	-0-	
Marmet	2,816	
St. Albans	18,124	
Sissonville	4,499	
Miscellaneous	36,000	
Interest	15,000	
State Special Grant	-0-	
State Grant-In-Aid	465,363	
TOTAL - OTHER INCOME	$ 562,802	
Appropriated Funds		
Board of Education	$ 621,271	
County Commission	621,271	
City of Charleston	198,594	
TOTAL - APPROPRIATED FUNDS	$1,441,136	
GRAND TOTAL		$2,003,938

KANAWHA COUNTY PUBLIC LIBRARY

SALARIES - LIBRARIANS

osition	Employee	Monthly Salary	Annual Salary
ew Position, Reference		$1,153	$13,836
xtension Librarian		1,206	14,472
omebound Librarian	Sara Thompson	1,206	14,472
irculation Librarian	Deborah Loeding	1,261	15,132
ranch Librarian, Cross Lanes	Margaret Karkos	1,261	15,132
ranch Librarian, Glasgow/Marmet	Anna Parker	1,264	15,168
ranch Librarian, Sissonville	Daisy Stemple	1,264	15,168
ranch Librarian, Clendenin	Jean Andrews	1,264	15,168
hildren's Librarian	Pamela Stebbins	1,319	15,828
irculation Librarian	Eugene Fleisher	1,319	15,828
xtension Librarian	Lois Leasure	1,319	15,828
ranch Librarian, Elk Valley	Linda Hill	1,375	16,500
hildren's Librarian, Branch, SA	Joellen Risacher	1,379	16,548
irculation Librarian	John Kelly	1,379	16,548
irculation Librarian	Zetta Walker	1,442	17,304
rocessing Librarian	Claudia Benton	1,538	18,456
eference Librarian	Gretchen Schwinger	1,538	18,456
ranch Librarian, Dunbar	Stephen Crowley	1,573	18,876
hief, Children's Librarian	Kathleen Whalin	1,573	18,876
eference Librarian	Frances Gerard	1,598	19,176
hief, Circulation Librarian	Sara Sue Wright	1,641	19,692
ranch Librarian, St. Albans	Marguerite Palmer	1,645	19,740
hief, Reference Librarian	June Martin	1,711	20,532
hief, Processing Librarian	Ruth Figgatt	1,902	22,824

SALARIES - LIBRARIANS

Position	Employee	Monthly Salary	Annual Salary
Chief, Extension Librarian	Jo Ellen Flagg	$2,037	$24,444
Assistant Director	Joel Stern	2,500	30,000
Director	Nicholas Winowich	3,369	40,428
SUB-TOTAL			$504,432
HOURLY			
Substitutes		Hourly	15,854
Sunday Service		Hourly	10,602
SUB-TOTAL			$ 26,456
GRAND TOTAL			$530,888

KANAWHA COUNTY PUBLIC LIBRARY

SALARIES - CLERICALS

ition	Employee	Monthly Salary	Annual Salary
ior Clerk, New Position, Ext.		$ 714	$ 8,568
ior Clerk, Cross Lanes	Diana Carter	714	8,568
ior Clerk, St. Albans	Cathie Jensen	747	8,964
ior Clerk, Extension	Linda Irving	747	8,964
ior Clerk, Dunbar	Wanda Good	781	9,372
ior Clerk, Dunbar	Rosalind Reid	781	9,372
ior Clerk, Dunbar	Shirley Williams	781	9,372
ior Clerk, Circulation	Angela Harper	781	9,372
ior Clerk, Circulation	Karen Linville	781	9,372
ior Clerk, Extension	Sonjia Fleck	781	9,372
ior Clerk, Processing	Sharon Megginson	781	9,372
ior Clerk, Elk Valley	Shirley Smyth	817	9,804
ior Clerk, St. Albans	Barbara Riley	817	9,804
ior Clerk, Administration	Alfreda Jackson	817	9,804
ior Clerk, Children's	Mary Burgess	817	9,804
ior Clerk, Children's	Arbutus Glenn	817	9,804
ior Clerk, Children's	Janice Crawford	817	9,804
ior Clerk, Circulation	Jeri Fittro	817	9,804
ior Clerk, Circulation	Maureen Glasford	817	9,804
ior Clerk, Circulation	Paula McCormick	817	9,804
ior Clerk, Extension	Brian Diller	817	9,804
ior Clerk, Extension	Phyllis Jordan	817	9,804
ior Clerk, Processing	Darlena Harris	817	9,804
nior Clerk, Processing	Barbara Jackson	826	9,912

SALARIES - CLERICALS

Position	Employee	Monthly Salary	Annual Salary
Junior Clerk, Extension	Arrietta Burgess	$ 854	$10,248
Special Clerk, Clendenin	Lucy Frazier	873	10,476
Junior Clerk, Circulation	William McDowell	874	10,488
Junior Clerk, Circulation	J. Edward Topliff	893	10,716
Junior Clerk, Extension	Nancy Pennington	893	10,716
Junior Clerk, St. Albans	Victoria Cox	911	10,932
Special Clerk, Marmet	Traletta Wallace	913	10,956
Special Clerk, Sissonville	Janie Derrick	913	10,956
Special Clerk, Administration	Janet Adams	913	10,956
Junior Clerk, Circulation	Mary Jo Jackson	929	11,148
Junior Clerk, Circulation	Sara Meadows	929	11,148
Junior Clerk, Extension	Mary Frances Lee	929	11,148
Senior Clerk, Processing	Susan Ferguson	965	11,580
Senior Clerk, Processing	Mary Penn	965	11,580
Senior Clerk, Processing	Vicki Townsend	965	11,580
Senior Clerk, Processing	Kathryn Nida	965	11,580
Senior Clerk, Extension	Jay Pauley	984	11,808
Senior Clerk, Processing	Sandra Trimble	984	11,808
Senior Clerk, Reference	Onnalee Arcuri	984	11,808
Special Clerk, Dunbar	Mary Hermansdorfer	999	11,988
Special Clerk, Glasgow	Maria Farley	999	11,988
Special Clerk, Cross Lanes	Sandra Sue Copen	1,045	12,540
Special Clerk, Elk Valley	Nova Casto	1,045	12,540
Special Clerk, St. Albans	Bridget Herndon	1,045	12,540
Messenger	Robert F. Henson	1,078	12,936
Special Clerk, Children's	Betty Jane Harper	1,087	13,044

SALARIES - CLERICALS

Position	Employee	Monthly Salary	Annual Salary
Special Clerk, Circulation	Cortez Johnson	$1,087	$ 13,044
Special Clerk, Extension	Franca Martin	1,087	13,044
Financial Clerk, Administration	Virginia Banning	1,176	13,524
Mobilibrary Driver	Ronald Finney	1,150	13,800
Library Associate, Acquisition	Mae Thomas	1,293	15,516
Admin. Assistant/Office Manager	Lorena Ammar	1,661	19,932
SUB-TOTAL			$616,296
Hourly			
Regularly			49,398
Sunday Service			10,445
SUB-TOTAL			59,843
GRAND TOTAL			$676,139

Library Materials

Books

Children's	$ 15,472
Circulation	41,070
Extension	37,371
Reference	26,088
Cross Lanes	7,397
Dunbar	10,464
Elk Valley	8,087
Glasgow	4,918
Marmet	4,990
St. Albans	13,636
Sissonville	6,553
	$176,046
Audio Visual	17,000
Binding	4,700
Periodicals	28,000
Freight In & Jackets	4,000
	$229,746

SALARIES - BUILDING

Position	Employee	Monthly Salary	Annual Salary
Custodian	Frederick Legg	$ 747	$ 8,964
Custodian	Spurgeon Hankins	747	8,964
Custodian	Emanuel F. Robinson	781	9,372
Custodian	Arthur C. Long	817	9,804
Custodian	James George	911	10,932
Building Superintendent	James L. Thomas	1,480	17,760
SUB-TOTAL			$65,796
HOURLY			
Regularly Scheduled (at Branches)		Hourly	17,500
Sunday Services		Hourly	1,242
SUB-TOTAL			$18,742
GRAND TOTAL			$84,538

Social Security

Calendar 1982 Contributions - 6.70% on earnings up to $32,400	$86,000
Calendar 1983 Contributions - 6.70% on earnings up to $35,700	

Health Insurance

West Virginia Public Employee Insurance	$73,200
Dental and Eye Care Insurance	6,950
	$80,150

Supplemental Personnel Costs

Workmen's Compensation	
Amount based on Class P-7 (all employees except building staff and Mobilibrary drivers); est. rate of $0.55	$ 6,510
Amount based on Class K-4 employees (building staff); est. rate of $2.79	831
Amount based on Class G-11 employees (Mobilibrary)drivers); est. rate of $6.02	2,359
	$ 9,700
West Virginia Unemployment: Self-Insurance	5,000
Work Study Programs	2,900
Security Officers	5,800
Personal Services Contracting	600
	$24,000

Building Supplies

Flourescant tubes and incandescent lamps	$2,500
Wax, steel buffing pads, brooms, mops, soap, paper towels, tissues and other items	3,500
	$6,000

Furniture and Equipment

Unspecified	$2,000

Comprehensive Insurance

Comprehensive Insurance	$14,000

Miscellaneous

Legal advertising	$ 100
Audit	3,800
Refunds on lost books - paid	500
Petty Cash Disbursements	1,000
Membership	900
Interview Expenses	100
Printing	500
Library Programs	3,400
	$10,300

Office and Library Supplies

Office Supplies	
Masters, inks, pencils, paper, stationary, printed forms and other supplies	$11,000
Library Supplies	
Catalog cards, book pockets, book cards, mending supplies, identification cards, plastic book bags and other supplies	16,000
Postage	
Postal cards, stamped envelopes and stamps	9,000
	$36,000

Processing Costs

Data Bank Accessing	$12,000
Catalog Cards	10,504
Maintenance	396
Communications - Phone Lines and Data Set	2,400
PRLC Dues	700
	$26,000

Repairs and Maintenance

General repairs and maintenance	$16,100

Service Contracts

Office Machines	$ 6,000
Library Machines	8,400
Elevators (3)	7,143
Air Conditioning	4,650
Other	839
Rentals	4,800
	$31,832

Travel

Director and staff members to attend West Virginia Library Association Fall Meeting in Charleston, West Virginia	$ 450
Director and Assistant Director to attend American Library Association Midwinter Meeting in San Antonio, Texas	2,340
Director, Assistant Director and two staff Librarians to attend American Library Association annual Summer Meeting in Philadelphia, Pennyslvania	3,200
Staff Development, Workshops and Seminars	2,500
Other	1
	$8,491

Utilities

Electricity	$50,523
Fire Service Fee, Charleston	8,435
Gas	11,000
Sewerage	1,720
Telephone	12,735
Water	3,840
	$88,253

Vehicles - Operating and Maintenance

Gasoline, oil and lubrication for Mobilibrary, truck and station wagon	$ 6,700
Mobilibrary - maintenance	2,200
Other Vehicle - maintenance	2,400
	$11,300

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MARCH 10, 1982

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on Wednesday, March 10, 1982 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Springer
Mr. Fisher
Mrs. Gallian
Mrs. Glasser
Dr. Hairston
Mr. Ray
Mrs. Rugeley
Mr. Santrock

Also present was Mr. Winowich, Library Director and Mr. Stern, Assistant Library Director.

Mr. Springer, President, presided. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the February 10, 1982 meeting were approved.

Library Director's Monthly Report. The Library Director presented an oral report on the activities for the month of February, 1982. Included were the following:

1. Illnesses, a transfer and a new job responsibility reduced to zero the current slate of officers of the Cross Lanes Library Board. However, the sudden set of circumstances did not allow us the luxury of "wringing our hands" while wondering what to do. Mr. Ron Similo (President Emeritus), Peggy Karkos (Branch Librarian) and I met once and communicated, by telephone, frequently. The upshot, of the whole thing, is noted as follows:

    a) Mr. Similo will serve as president, temporarily, and until a new election is held in the Spring, 1982.

b) A nominating committee will be appointed by Mr. Similo as soon as possible.

c) Miss Karkos and I will encourage the membership to become candidates.

2. New officers were elected by the Elk Valley Library Board. They are:

President:	Chelya Crouser (Mrs. Rex)
Vice President:	James Damron
Secretary/Treasurer:	Linda Hill (Branch Librarian)

One informational meeting was held with Mrs. Crouser at Elk Valley. She is an energetic and enthusiastic person.

3. MEN, WOMEN AND IDEAS sponsored by Kanawha County Public Library and partially funded by the Humanities Foundation of West Virginia is a special effort aimed in the direction of the adult, out-of-school population. A good combination of reviewers, biography, cooperative weather and Tuesday afternoons at 2:00 p.m. generated so much enthusiasm that many of us were overwhelmed with the numbers of people in attendance. My "scorecard," for the first three consecutive performances, showed that 102, 67 and 70 persons were present in a room which seats 60 people comfortably.

4. A copy of the final edition of the Philadelphia Bulletin (Friday, January 29, 1982) was presented by a friend to Kanawha County Public Library.

5. The sculpture fountain is not in operation because of a massive break, somewhere, in the re-circulating return line. Several attempts have been made last Fall and this Spring, upon advice of experts, to locate the problem. Strategy, following a review of blueprints, suggested that we look into easily accessible places to determine "where the leaks ain't" as one of our helpers stated recently. One interesting "archeological discovery" - we saw what appeared to be a wall and steps which were a part of the previous building. Anyway, our latest guess is that the leak is somewhere under the concrete area but outside the fountain. We expect little or no damage to the slab because of the use of a concrete saw and its re-installation following repair.

6. The ninth annual Library Appreciation Dinner honoring Governor John D. Rockefeller IV and Members of the 65th West Virginia Legislature was a successful event held in the Charleston Civic Center attended by 610 persons of whom 90 were legislators. Joel Garreau, author, The Nine Nations of North America, was the speaker. In 1981, when the famous Senator Sam Irwin was present, there were 786 persons.

7. Kanawha County Public Library, in cooperation with Internal Revenue Service, is supplying its patrons with "how to do it" cassette tapes on completing federal income tax reports. This has been done previously and with great satisfaction to all parties.

Reports of Committees.

Budget Committee.

Cash Management. In the absence of Dr. Wallace, Chairman, Mr. Stern reported that Kanawha County Public Library owns one Certificate of Deposit for $315,000.00 purchased from Kanawha Banking and Trust Company on March 9, 1982, at 12.875% which will earn $788.59 interest when it matures on March 16, 1982. A Certificate of Deposit for $365,000.00 will be purchased on March 16, 1982 to mature on March 30, 1982. A Certificate of Deposit for $290,000.00 will be purchased on March 30, 1982 to mature on April 6, 1982.

Budget Hearing at Kanawha County Commission. The President reported that the Library was represented at its routinely-scheduled Budget Hearing appearance, held by the Kanawha County Commission on Tuesday, March 9, 1982, 9:00 a.m., by Dr. Wallace, Mr. Winowich, Mr. Stern and himself. After brief presentations, the Commissioners responded with interested questions about future construction plans (none at this time), about costs of branch operations (one-fourth to one-third of total operating costs) and about our specific money request for 1982/1983 ($107,075 less than the maximum available under the 1982 Assessed Valuation figures and the Library's long range planning process.) The President concluded his report by saying he felt the County Commission was well satisfied with the Library's performance.

The President then expressed his appreciation, on behalf of the Library Board, to all Administration office personnel for their work in the preparation of the Budget for fiscal 1982/1983.

Glasgow Library. The Library Director reported that he had sent a letter to P. F. Tucker, Mayor of Glasgow, on February 19, 1982, requesting $2,865.00 or 10% of the Glasgow's cost of operation for fiscal year 1982/1983. He stated that he had since seen Mayor Tucker who said that it was almost certain that the Town of Glasgow would make payment in the requested amount.

Building and Grounds Committee. Mr. Santrock and the Library Director gave a progress report on the following projects:

Carpeting.

1. The Library Director showed a layout of the First Floor, delineating the area to be re-carpeted. It is the same area that is now carpeted.

2. Mr. Malcolm Silverberg has been employed as a consultant at a fee not to exceed $300.00.

3. Bid ads will be placed in the Charleston Daily Mail and the Charleston Gazette.

4. Salvageable sections of the present carpet will eventually be put down in other areas of the Library.

5. The Committee will meet with the consultant the day before the April Board Meeting.

Painting.

1. The Library Director reported that the first floor, the mezzanine and the fourth floor corridor will be painted before the end of April.

2. Bid ads will be placed in the Charleston Gazette and the Charleston Daily Mail.

Exterior Lighting.

1. The exterior lighting project will be completed by the end of April.

2. Mr. Raymond J. Zando, A.I.A., of Zando, Martin and Milstead, has been employed as architectural consultant for the outside lighting project at a fee not to exceed $750.00.

3. Bid ads will be placed in the Charleston Daily Mail and the Charleston Gazette.

Concrete Work at Dunbar Branch Library.

1. Sections of concrete paving at the Dunbar Library are disintegrating and must be replaced for safety reasons as well as aesthetics purposes. Jerry Goff, Architect, is preparing specifications.

Plantings in Sissonville and Charleston.

1. The Library Director met with Mr. Fisher and Daisy Stemple, Librarian, regarding this project to re-landscape the Sissonville Branch Library grounds with new top-soil, shrubs and grass.

2. It is expected that a solicitation campaign to be organized by Ms. Stemple and/or the Sissonville Advisory Board will help Kanawha County Public Library defray the project's expense.

3. The Committee recommended that we accept the layout prepared by Jeff Nelsen for the main libary and Sissonville.

NEW BUSINESS

Martin Luther King, Jr. Birthday - Holiday. The President reported that Governor Rockefeller had declared Martin Luther King, Jr.'s birthday, January 15, as a state holiday. He stated the Library may want to consider January 15, as a holiday, also. If the Board decides to make January 15 a Library Holiday, there are two choices, the Director said, (1) to close or (2) to treat it as a Special Holiday Absence, or "comp day," like Veterans Day. The matter was referred to the Personnel Committee.

Approval of Bills. The Library Director submitted Book Bills List No. 297 ($17,654.38) and General Bills List No. 297 ($33,945.28) duly certified and approved in accordance with the Bylaws, and on motion by Mr. Ray, seconded by Dr. Hairston, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 295 ($1,635.02) duly certified and approved in accordance with the Bylaws and on motion by Mr. Ray, seconded by Mr. Fisher, and duly adopted, it was ordered that the bills set out on the said list be paid.

There being no further business, the meeting on motion adjourned.

President

Assistant Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

APRIL 7, 1982

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on April 7, 1982 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bannerot
Mrs. Gallian
Mr. Ray
Mr. Santrock
Mrs. Smith

Also present were Mr. Winowich, Library Director and Mr. Stern, Assistant Library Director.

In the absence of Mr. Springer, President, and Dr. Wallace, First Vice-President, Mrs. Smith, Second Vice-President presided. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the Special Meeting held on February 19, 1982 and the minutes of the regular meeting held on March 10, 1982 were approved.

Library Director's Monthly Report. The Library Director presented an oral report on the activities for the month of March, 1982. Included were the following:

1. The Building and Grounds Department, even with the aid of "experts," continued to search for the elusive break in the sculpture/fountain, drain/re-circulating line. Our "ace in the hole" is a prayer and it seems appropriate to make that play now since all else has failed.

2. Select members of the Building and Grounds staff finally completed painting of the Capitol Street stairwell, referred to by some as the DLW project (delay, linger and wait). Absences and other demands stretched time allowances from three days to two weeks.

3. Efforts to reconstitute the Cross Lanes Library Board continued. A reorganizational meeting has been scheduled for April 20, 1982, at 8:00 p.m. All of us are confident that a new slate of officers will become a reality.

4. The new Elk Valley Library Board is in place and functioning. Their major effort will be to "shake the money tree" in support of their $3,500.00 annual obligation.

5. A seminar on Automated Circulation and Control Systems was held in St. Albans on March 19-20, 1982. Attendance, including trustees and Library staff, totaled 80 persons; some from such long distant places as Weirton, Wheeling and Elkins. The success of this event, sponsored by Kanawha County Public Library and West Virginia Library Association, is due, in a large measure, to the work of Steve Crowley, Peggy Palmer and their respective staffs.

6. The Library's MEN, WOMEN AND IDEAS programs of book reviews, given by knowledgeable and articulate residents, continues to be SRO. The average attendance is 64. The John V. Ray Room seats comfortably 60 persons.

7. Grant-In-Aid for fiscal year 1982/1983 will be $2.52 per capita or $542,924.00.

Reports of Committees.

Budget Committee.

Cash Management. Mr. Stern reported that Kanawha County Public Library owns one Certificate of Deposit for $350,000.00 purchased from the National Bank of Commerce on April 6, 1982, at 13.60%, which will earn $912.88 interest when it matures on April 13, 1982. A Certificate of Deposit of $300,000.00 will be purchased on April 13, 1982 to mature on April 20, 1982 and a Certificate of Deposit of $350,000.00 will be purchased on April 20, 1982 to mature on May 4, 1982.

Unexpended Balance. The Library Director reported that a current observation would show an unexpended balance for the current fiscal year created by underspending in such accounts as: Salaries (unfilled vacancies) and utilities (favorable school service rate, conservation and mild weather) and overspending in such accounts as Vehicles-Mobilibrary, Repairs and Maintenance and Library and Office Supplies. He stated that the Library Board, as in past years, authorized the Library Director to balance the overexpended accounts and the underexpended accounts. Discussion followed. Afterwards, it was moved by Mr. Ray, seconded by Mr. Santrock, that the matter be tabled until the meeting scheduled to be held in May, 1982. Motion passed.

Finance Committee Cash Management. Mr. Stern reported that the Finance Committee's $46,000.00 in 182-day Money Market Certificate, held under safekeeping receipts at Kanawha Valley Bank, would mature April 15, 1982, earning interest of $3,153.84. Upon motion of Mr. Ray, seconded by Dr. Bannerot, it was unanimously

> RESOLVED, That the Treasurer of the Library Board be and is hereby authorized to invest $50,000.00 to the account of Kanawha County Public Library Finance Committee in two (2) 182-day Money Market Certificates of Deposit of $20,000.00 each and one (1) Money Market Certificate of Deposit of $10,000.00, effective April 15, 1982.

Motion carried.

Glasgow Library. The Library Director reported that he had talked with Mayor Tucker after seeing the Town of Glasgow's "Current Regular Municipal Purpose Estimate," for fiscal 1982/1983 in The Charleston Gazette, April 3, 1982, which showed $3,250.00 set aside for the Glasgow Branch Library. The Director reminded the Mayor that we had asked only for

$2,865.00; the Mayor replied that the Town of Glasgow budgeted a little extra "just in case."

Accounting Manual. The Library Director gave a progress report on the Accounting Manual that is being prepared by Aaron Rapking. He stated that Mr. Rapking had met with Mr. Stern, Miss Ammar and him to discuss the contents and procedures in the manual. The accounting manual will be given to the Budget Committee for their review and comment.

Sissonville Friends of the Library, Inc. The Library Director reported that the Sissonville Friends of the Library, Inc. has received a letter from the Internal Revenue Service, dated March 8, 1982, stating that they had been granted tax-exempt status under section 501 (c) (3) of the Internal Revenue Code. The Director pointed out that this tax-exempt status was important because it unequivocally qualified contributions to the Sissonville Library, through the Friends group, as deductible contributions on donor's Federal Income Tax returns.

Building and Grounds Committee. Mr. Santrock, Chairman, and the Library Director reported that bid opening was held in the Library Board Room on April 1, 1982 for the purpose of receiving bids for the projects listed below:

Landscaping for Sissonville Branch Library	2:00 p.m.
Concrete Paving for Dunbar Library	2:30 p.m.
Carpeting for Main Library	3:00 p.m.
Painting for Main Library	3:30 p.m.
Exterior Lighting for Main Library	4:00 p.m.

Mr. Santrock stated that the Library had employed highly qualified consultants or architects for all of the projects: Mr. Malcolm Silverberg for

carpeting, Mr. Jeff Nelson for landscaping, Zando Martin and Milstead Inc. for exterior lighting and Mr. Jerry Goff for concrete paving at Dunbar and painting at Main Library.

Carpeting. The Library Director reported that Mr. Silverberg, the carpeting project consultant, recommended that the Building and Grounds Committee accept the second low bid of $10,206.50 from Cedar Grove Furniture, because (1) the carpeting included in Arrow Rug's low bid of $8,976.69 did not meet specifications while Cedar Grove's carpeting did and (2) the superiority of Cedar Grove's installation workmanship.

Following discussion, upon motion by Mr. Santrock, seconded by Mr. Ray, it was unanimously

RESOLVED, That the bid of $10,206.50 by Cedar Grove Furniture Company for the purchase and installation of carpeting be accepted.

Motion carried.

Concrete Paving. The Library Director reported that the low bid for the Concrete Sidewalk Repairs to the Dunbar Library was submitted by Versatile Construction at a sum of $2,954.00. After discussion, upon motion by Mr. Santrock, seconded by Dr. Bannerot, it was unanimously

RESOLVED, That the low bid of $2,954.00 by Versatile Construction Company for the Concrete Sidewalk Repair project at Dunbar Library be accepted.

Motion carried.

Exterior Lighting. The Library Director reported that the low bid for the Exterior Lighting for the Main Library was submitted by Bayliss and Ramey at a sum of $7,023.00. After discussion, upon motion by Mr. Santrock, seconded by Mrs. Gallian, it was unanimously

RESOLVED, That the low bid of $7,023.00 by Bayliss and Ramey Company for the Exterior Lighting at the Main Library be accepted.

Motion carried.

Sissonville Landscaping. The Library Director reported that the low bid for the Sissonville Landscaping project was submitted by Valley Gardens at a sum of $2,090.00. After discussion, upon motion by Mr. Santrock, seconded by Mrs. Gallian, it was unanimously

RESOLVED, That the low bid of $2,090.00 by Valley Gardens for the landscaping project at the Sissonville Library be accepted.

Motion carried.

Painting. The Library Director reported that the low bid for the Painting Project at the Main Library was submitted by L. F. Smithson, Inc. at a sum of $4,470.00. After discussion, upon motion by Mr. Santrock, seconded by Mr. Ray, it was unanimously

RESOLVED, That the low bid of $4,470.00 by L. F. Smithson, Inc. for the Painting Project at the Main Library be accepted.

Motion carried.

Upon motion by Mr. Santrock, seconded by Mr. Ray, it was unanimously

RESOLVED, That the sum of $5,000.00 allocated for the repair/replacement of upholstered furniture and the unexpended balance in the Carpeting project be re-allocated for the Concrete Sidewalk Project in Dunbar and the Painting Project at the Main Library.

Motion carried.

The Vice President ordered that all bids on each of the five projects be entered into the Minutes.

Recap of Bids, opened April 1, 1982, for each of five projects, (bids listed from low to high; winning bidder marked with asterisk):

Carpeting - Main Library

Arrow Rug	$ 8,976.69
Cedar Grove Furniture	10,206.50*
Keeling's Floor	11,104.20
Capitol Business Interiors	11,244.20
Glenn's Decorating	13,257.00

Exterior Lighting - Main Library

Bayliss and Ramey	$ 7,023.00*
Progressive Electric Company	7,290.00
Versatile Construction	7,483.00
City Electric	7,974.00
Mondy Electric	9,425.00
Schoolfield-Harvey	10,500.00
Superior Electric	11,332.00

Dunbar Paving

Versatile Construction	$ 2,954.00*
Erosion Control Services	3,050.00
E. E. Moore Company	3,890.00
R & D Construction	4,650.00
American Fence	6,850.00
Royal Construction	7,600.00

Sissonville Landscaping

Valley Gardens	$ 2,090.00*
Naturescapes	2,588.00
Aridki, Assoc.	2,845.00
Erosion Control Services	4,075.00

Painting - Main Library

L. F. Smithson, Inc.	$ 4,470.00*
Slappe and Sons Painting	5,056.00
W. Q. Waters Company	5,270.00
J. Slappe Painting	6,450.00
Versatile Construction	6,929.00
Leonard Painting	8,400.00

Personnel Committee. Dr. Bannerot reported that the Library Director and his staff are working on revised policy statements for sick leave, vacation, holidays and temporary time off. He said that revised policy statements will be submitted to the Personnel Committee of the Library Board. The Personnel Committee, after review and possible amending, will

submit them to an early Board meeting (possibly May) with appropriate recommendations.

NEW BUSINESS

Library Board Membership. The Second Vice-President reported that Library Board Membership terms of Mrs. North, Mr. Ray and Mr. Santrock were scheduled to expire on June 30, 1982. She stated that the President would appoint a Library Board Membership Committee to consider and recommend nominations for the Library Board of Directors. Committee members are:

Mr. Kuhns, Chairman
Mr. Kauffelt
Mrs. Smith

Approval of Bills. The Library Director submitted Book Bills List No. 298 ($36,198.88) and General Bills List No. 298 ($17,319.75) duly certified and approved in accordance with the Bylaws, and on motion by Mr. Ray, seconded by Mrs. Gallian, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 296 ($1,497.62) duly certified and approved in accordance with the Bylaws and on motion by Mr. Ray, seconded by Dr. Bannerot, and duly adopted, it was ordered that the bills set out on the said list be paid.

There being no further business, the meeting on motion adjourned.

Helen F. Smith
Second Vice-President

Assistant Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MAY 5, 1982

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on May 5, 1982 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Springer
Dr. Bannerot
Mr. Cheshire
Dr. Hairston
Mr. Kauffelt
Mr. Kuhns
Mr. Ray
Mrs. Rugeley
Mrs. Smith
Dr. Wallace

Also present were Mr. Winowich, Library Director and Mr. Stern, Assistant Library Director.

Mr. Springer, President, presided. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the April 7, 1982 meeting were approved.

Library Director's Monthly Report. The Library Director presented an oral report on the activities for the month of April, 1982. Included were the following:

1. We were pleased to announce that the Library's series of programs entitled, MEN, WOMEN AND IDEAS, partially funded by The Humanities Foundation of West Virginia, a state program of the National Endowment for the Humanities was successful from the perspective of of several dimensions:

a. Numbers: Average attendance was 59.5 persons in a room which comfortably seats 60. Many sessions were SRO with a "spill-over" into the third floor elevator lobby.

b. Purpose: To reach the out-of-school, adult population on a suitable day (Tuesdays) at a convenient time (2:00 p.m.) and to encourage reading.

c. Audience Reaction: Excellent. They liked what they saw and heard from knowledgeable, articulate speakers. They urged staff to continue the series in 1983.

2. We are pleased to announce a gift of $1,500.00 from Hotel Kanawha Company in support of the Library's exterior lighting project. The letter from Angus Peyton and James F. Brown stated, in part, that "we feel this is a very worthwhile project and appreciate the continued efforts [of the Library] to make our neighborhood more attractive."

3. West Virginia Library Association and the American Library Association are encouraging membership renewals during this period of the year. Please do not be alarmed. This is "Standard Operating Procedure." Library Board membership fees are paid by Kanawha County Public Library. Payments are usually submitted in July/August of the new fiscal year.

4. The fountain has become operational again after a lot of searching, work, heartburn and expense. Like baseball, locating the break in the drain line was a matter of inches. The problem was located in the first planter; BUT, under its supporting wall. We simply did not look there. Next time....

5. The Library Board at Cross Lanes is alive, well and functioning. There was support and enthusiasm; some of which chose to become elected officers.

6. The Library Board at Elk Valley continues to be active in support of purposes and functions of our branch in Big Chimney.

7. The staff, Stern and I continue to work on Long Range Planning. Our attention has been focused on problems such as: personnel (sick leave, vacation allowances), young adult services, children's services, housekeeping, telephone service (busy signals) and overdue fines.

Reports of Committees.

Budget Committee.

Cash Management. Dr. Wallace reported that Kanawha County Public Library owns one Certificate of Deposit for $350,000.00 purchased from Kanawha Valley Bank on May 4, 1982, at 14.61%, which will earn $980.67 interest when it matures on May 11, 1982. A Certificate of Deposit for $425,000.00 will be purchased on May 11, 1982 to mature on May 18, 1982. A Certificate of Deposit for $350,000.00 will be purchased on May 18, 1982 to mature on May 25, 1982. A Certificate of Deposit for $100,000.00 will be purchased on May 25, 1982 to mature on June 1, 1982 and a Certificate of Deposit for $285,000.00 will be purchased on May 25, 1982 to mature on June 8, 1982.

Underexpended and Overexpended Balances. Dr. Wallace reported that the Budget Committee met on Wednesday, May 5, 1982, at 3:00 p.m. to consider the Underexpended and Overexpended Balances for the current 1981/1982 fiscal year.

Mr. Stern reported on the latest projections of total income and total expenditures for fiscal 1981/1982. He stated that the total income for 1981/1982 would be approximately $1,990,000.00 and total expenditures would be approximately $1,937,000.00. Total income is projected to exceed total expenditures by $53,000.00.

The following accounts will be underexpended by more than $5,000.00:

1. Salaries (collectively) - due to vacancies and turnover.
2. West Virginia Public Employees Insurance - over budgeted.

The following accounts will be overexpended by more than $5,000.00:

1. Library Supplies - several "once every two or three year" purchases such as book detection strips.

2. Repairs and Maintenance - (1) account was under budgeted, and (2) growing cost of maintaining air conditioning and heating equipment partly because of increasing age.

3. Mobilibrary Maintenance - extensive and expensive generator problems.

After discussion, upon motion of Dr. Wallace, seconded by Dr. Hairston, it was unanimously

RESOLVED, That the Library Director, within limits of the Budget Document for fiscal year ending June 30, 1982, be and is hereby authorized to balance the overexpended accounts and the underexpended accounts as of June 30, 1982.

Motion carried.

Upon motion of Dr. Wallace, seconded by Mr. Cheshire, it was unanimously

RESOLVED, That the sum of $3,000.00 be set aside for the purpose of purchasing and installing carpeting and drapes in the St. Albans Branch Library.

Motion carried.

Upon motion of Dr. Wallace, seconded by Mrs. Rugeley, it was unanimously

RESOLVED, That the sum of $50,000.00 be set aside for the purpose of applying this amount for an automatic circulation and control system.

Motion carried.

Purchase Agreement - Nineteenth Payment. The President reported that the nineteenth of the twenty payments of $25,694.14 (of which $2,013.14 is interest and $23,684.00 is for principal) was due and payable on June 1, 1982 to General Services Administration, Region III. Following discussion, it was moved and seconded that the said payment be made. Motion carried.

Basic Grant-In-Aid for Fiscal Year 1982/1983. Mr. Stern reported that additional income of $80,426.00 is expected. He presented a schedule showing additional receipts and proposed additional 1982/1983 expenditures. The schedule is as follows:

ADDITIONAL RECEIPTS FOR 1982/1983

AND

PROPOSED ADDITIONAL 1982/1983 EXPENDITURES

Additional Receipts

GIA Income Expected, at $2.52 per capita	$542,924
Less GIA Projected in 1982/1983 Budget, as adopted	465,363
	77,561
Town of Glasgow	2,865
	$80,426

Proposed Additional Expenditures

Nitro and Clendenin's GIA's Share	$ 2,918
Library Materials	30,000
Long Range Planning Project	14,000
Comprehensive Insurance	3,500
Repairs and Maintenance	4,000
Processing Costs	2,000
Furniture and Equipment	5,000
Office and Library Supplies	4,000
Unallocated at this time	15,008
	$80,426

After discussion, upon motion by Dr. Wallace, seconded by Dr. Bannerot, it was unanimously

RESOLVED, That the Library Board approve the report of the Budget Committee, as submitted, and modify expenditures of the 1982/1983 Budget in the amount of $80,426.00.

Motion carried.

Building and Grounds Committee. In the absence of Mr. Santrock, Chairman of the Building and Grounds Committee, the Library Director gave a progress report on the following projects:

1. Concrete Paving at Dunbar. The work is expected to be completed sometime during the week beginning May 17, 1982.

2. Carpeting in Main Library. The contractor has already received the carpeting from the mill. The job will be completed by month end. Installation will commence on a Monday and finish up on Wednesday during which period the first and second floors will be closed to the public.

3. Exterior Lighting Project. Work is expected to begin Monday, May 10, 1982 with completion in about 10 days. Contributions from adjoining property owners for this project now total $3,000.00.

4. Sissonville Landscaping. A beginning date has not yet been set but it will definitely begin - and probably be completed - by the end of the month.

5. Charleston Landscaping. Estimates have been received from several firms but no selection has yet been made.

6. Painting at Main Library. Work started Monday, May 3, 1982 and should be completed by the end of next week.

Library Board Membership Committee. Mr. Kuhns, Chairman, reported that the Library Board Membership Committee, Mr. Kauffelt and Mrs. Smith recommended that the following be nominated (i) Mrs. Anne North for a term of six (6) years beginning July 1, 1982, ending June 30, 1988, (ii) Mr. John L. Ray for a term of six (6) years beginning July 1, 1982, ending June 30, 1988, and (iii) Mr. John F. Santrock for a term of six (6) years beginning July 1, 1982, ending June 30, 1988.

Following discussion, upon motion of Mr. Kuhns, seconded by Dr. Hairston, it was moved that the recommendation of the Committee be accepted. The motion carried. The Library Director was then instructed to report the said nominations to the Board of Education of the County of Kanawha with the request that the said nominees be duly appointed.

NEW BUSINESS

Overdue Book Fine Policy. Mrs. Rugeley, Chairperson, reported that the Book Committee met Wednesday, May 5, 1982, 3:30 p.m., to consider a new fine policy based on staff recommendations. She stated that the Committee will study the matter further with the expectation of presenting recommendations at the June meeting of the Board.

Friends of the Library. The Library Director stated that he had mistakenly reported, at the April Board Meeting, that the Library Board had previously acted on a proposed "governance" statement for Friends of the Library groups. After reviewing the minutes, he discovered that no Board action had in fact been taken on the proposed statement. The Library Director recommended that the topic of Friends of the Library groups, their role and governance, be referred to the Special Resources Committee. The committee members are: Mrs. North, Chairperson, Dr. Bannerot, Mr. Fisher, Mrs. Gallian and Mrs. Glasser. The President ordered the matter referred to the Committee.

Approval of Bills. The Library Director submitted Book Bills List No. 299 ($41,866.50) and General Bills List No. 299 ($44,701.70) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Rugeley, seconded by Dr. Bannerot, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 297 ($2,100.91) duly certified and approved in accordance with the Bylaws and on motion by Mrs. Rugeley, seconded by Dr. Hairston, and duly adopted, it was ordered that the bills set out on the said list be paid.

There being no further business, the meeting on motion adjourned.

Donald T. Sorensen
President

Jack Stern
Assistant Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JUNE 9, 1982

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on June 9, 1982 at 4:00 p. m. in the Board Room of the Library.

The following members were present:

Mr. Springer
Dr. Bannerot
Mr. Fisher
Mrs. Gallian
Dr. Hairston
Mr. Kauffelt
Mr. Kuhns
Mrs. North
Mrs. Rugeley
Mrs. Smith

Also present were Mr. Winowich, Library Director and Mr. Stern, Assistant Library Director.

Mr. Springer, President, presided. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

Correction. The Assistant Library Director reported that a portion of the minutes of the Library Board of Directors meeting held on May 5, 1982 needed clarification. Please see page four. Specifically, it was the intent of the Library Board to provide a total sum of $50,000.00 for the purpose of applying this sum to the purchase and installation of an automatic circulation and control system. Previously, the Library Board of Directors, at its meeting held on February 10, 1982 authorized the following expenditures from the Automated Circulation and Control Account of $50,000.00:

Long Range Planning Process	$ 4,000.00	
Exterior Lighting and Landscaping Projects	7,400.00	
Total	$11,400.00	
Balance		$38,600.00

Clearly, it was the intent of the Library Board, the Assistant Secretary said, to return $11,400.00 from the unexpended balance account to the Automated Circulation and Control System rather than adding $50,000.00 to $38,600.00. Therefore, the Assistant Secretary said, it was necessary to rescind the following:

> "Upon motion of Dr. Wallace, seconded by Mrs. Rugeley, it was unanimously
>
> RESOLVED, That the sum of $50,000.00 be set aside for the purpose of applying this amount for an automatic circulation and control system."

Following discussion, upon motion of Mr. Kuhns, seconded by Mr. Fisher, it was unanimously

> RESOLVED, That the motion adopted by the Library Board at its meeting held on May 5, 1982 regarding the $50,000.00 for an automated circulation and control system, please see above, be rescinded.

Motion carried.

In the place of the rescinded motion, upon motion of Mr. Kuhns, seconded by Mr. Fisher, it was unanimously

> RESOLVED, That the sum of $11,400.00 from unexpended balance be added to balance of Automated Circulation and Control System Account so that there will be the total sum of $50,000.00 set aside and carried forward into fiscal year 1982/1983 for application to an automatic circulation and control system.

Motion carried.

Correspondence. The Library Director reported that Kanawha County Public Library was in receipt of a letter from Mr. Robert E. Kittle, Superintendent, Kanawha County Schools, dated May 21, 1982. It reads as follows:

"Mr. Nicholas Winowich, Secretary
Kanawha County Public Library
123 Capitol Street
Charleston, WV 25301

"Dear Mr. Winowich:

"At the regular meeting of the Kanawha County Board of Education on Thursday, May 20, 1982, the following persons were unanimously approved to serve as members of the Kanawha County Public Library Board of Directors for six-year terms beginning July 1, 1982, and ending June 30, 1988:

1. Mrs. Anne C. North--Resident of the Malden/Rand area of Kanawha County--who is dedicated to the purposes, policies, services, programs and functions of Kanawha County Public Library and is completing the unexpired term of Mrs. Pauline Tompkins of Cedar Grove.

2. Mr. John L. Ray--Attorney at Law--who has been a member of the Library Board of Directors since February, 1975, and serves as Chair of the Community Service Committee and member of the Budget and Insurance Committees. His dedication and devotion to this institution, like that of his father before him, is immeasurable.

3. Mr. John F. Santrock--Superintendent Emeritus, Kanawha County Schools--who is completing the unexpired term of the late Dr. O. M. Harper of Clendenin and who continues to serve Kanawha County with affection, ability and integrity.

"These appointments are made in compliance with the resolution adopted by the Library Board of Directors at its meeting on Wednesday, May 5, 1982, and in accordance with your request of May 7, 1982.

"Sincerely yours,

/s/ Robert E. Kittle
Robert E. Kittle
Superintendent of Schools

"REK/bp
cc: Board of Education Members"

Library Director's Monthly Report. The Library Director presented an oral report on the activities for the month of May, 1982. Included were the following:

1. Because I have a tendency to talk too much and/or too long, the newspaper story which appeared in the Charleston Daily Mail on June 1, 1982 reported, inadvertently, that Zando, Martin and Milstead "submitted a low bid" on the new exterior lighting project which was completed recently. All of us know Z M & M were project architects and Bayliss and Ramey, Inc. were the contractors.

2. Dr. Paul Nuchims, Chair, Department of Art, West Virginia State College, and creator of The Charleston Cube and I are pleased to announce that, in spite of what some people expected, there were no incidence of vandalism and graffiti - not even a "John loves Mary."

3. I am pleased to report that Paula J. McCormick (Junior Clerk, Adult Circulation Department) and Shirley J. Smyth (Junior Clerk, Elk Valley Branch Library) first-year students at the West Virginia Library Commission/Marshall University public library practicum, have earned "A's" for their two week effort.

4. The Sissonville Branch Library Board and its Friends are sponsoring its fifth Annual 4th of July Celebration, on Saturday, July 3, 1982 from 11:00 a. m. to 6:00 p. m. at the Sissonville High School site. There will be parades, food, games, contests, entertainment, arts and crafts, races and music. The invitation reads, "Y'all come." Proceeds will accrue to the benefit of the Sissonville Branch Library and its 10% operation and maintenance commitment for the 1982/1983 fiscal year.

Reports of Committees.

Budget Committee.

Cash Management. Mr. Stern reported that Kanawha County Public Library owns one Certificate of Deposit for $385,000.00 purchased from the Kanawha Banking and Trust Company on June 8, 1982, at 12.50%, which will earn $935.76 interest when it matures on June 15, 1982. A Certificate of Deposit for $300,000.00 will be purchased on June 15, 1982 to mature on June 29, 1982. A Certificate of Deposit for $200,000.00 will be purchased on June 29, 1982 to mature on July 13, 1982.

Financial Report: A Summary. Mr. Stern reported on the financial affairs of Kanawha County Public Library for the fiscal year ending June 30, 1982. An approximate amount of $31,358.00 of non-appropriated receipts was identified, explained and recorded as follows:

Non-appropriated Receipts

1981/1982

Interest earned on investment	$25,003.98
State of West Virginia - Workmen's Compensation	1,440.78
Hotel Kanawha Company	1,500.00
Kanawha Banking & Trust Charitable Trust	1,500.00
West Virginia Arts and Humanities	267.00
State of West Virginia - West Virginia Library Commission Special Grant (Trustee)	200.00
Continential Insurance	1,702.89
Nationwide Insurance	357.93
Kanawha County Public Library Finance Committee	383.20
Total	$32,355.78

After discussion, upon motion by Mr. Kuhns, and seconded by Mr. Kauffelt, it was moved that the Budget of the current 1981/1982 fiscal year be amended to reflect the above list of non-appropriated receipts as well as additional monies received between this date and June 30, 1982.

A final report will be submitted after all transactions will have been completed for the entire current fiscal year.

Outstanding Checks. Mr. Stern reported that the firm of Arnett and Foster, Certified Public Accountants, reported that certain outstanding checks, issued in previous years, should be cancelled with the provision that they may be reissued should valid claims arise. The checks to be cancelled are recorded as follows:

Date	Payee	Check No.	Amount
6-17-81	Harper Grimm, Jr.	422787	$1.78
9-15-81	David V. Kayser	423179	3.50
9-15-81	Brenda Rickert	423199	2.50
			$7.78

After discussion, it was moved by Mr. Kuhns, seconded by Mr. Kauffelt, that the Library Director authorize the Kanawha County Board of Education to request the State Tax Commissioner to cancel the outstanding checks listed above with the proviso that a check may be reissued should a valid claim arise. Motion carried.

Accounting Manual. The President reported that Mr. Aaron Rapking had completed a preliminary draft of an Accounting and Office Procedure Manual for the Library, as recommended by the Library's auditors. This draft document will be referred to the Budget Committee, Dr. Wallace, Chair. Following discussion, the Accounting Manual was ordered received and filed.

Book Committee. Mrs. Rugeley, Chair, reported that the Book Committee had held two meetings to consider staff recommendations on increasing fines on overdue library materials. She reported that the staff had recommended an increase from 2¢ per day to 5¢ per day on adult materials with a maximum fine of $2.00, and that all other existing fine schedules be kept unchanged. Mrs. Rugeley concluded her remarks by reporting that there was some sentiment within the Committee for larger increases in fine schedules but, after lengthy consideration, the Committee voted to recommend to the Board that the staff's recommendations be adopted.

After discussion, upon motion by Mrs. Rugeley, seconded by Mrs. North, it was moved that the following resolution be adopted:

RESOLVED, That, effective September 1, 1982, fine schedules for overdue library materials be adopted for a two-year period, as recommended by the Book Committee, and further detailed as follows:

1. Adult Books - raise daily fine from current 2¢ a day to 5¢, with a maximum of $2.00.

2. Children's Books - (no change) - 2¢ a day with a 50¢ maximum.

3. Senior Citizens - 65 and over - no fines (no change.)

4. Films and Framed Art - 50¢ day, $10.00 maximum (no change.)

The motion carried with nine votes for the motion and one vote, Dr. Hairston's, opposed.

Building and Grounds Committee. In the absence of Mr. Santrock, Chair, the Library Director gave a progress report on the following projects:

1. Carpeting in Main Library. The installation of the carpeting in the Main Library was completed satisfactorily by Cedar Grove Furniture Company for the bid amount of $10,206.50.

2. Concrete Paving at Dunbar. Project was completed by Versatile Construction for the bid amount of $2,954.00. Although a question was raised about the sand and gravel proportion in the new concrete, it was reported that the architect, Jerry Goff, was satisfied.

3. Exterior Lighting Project. The project was completed by Bayliss and Ramey, Inc. for the bid amount of $7,023.00. Hotel Kanawha Company and Kanawha Banking and Trust Charitable Trust Company each contributed $1,500.00 towards the lighting project.

4. Sissonville Landscaping. Mr. Fisher and the Library Director spoke with Jeff Nelsen, Landscape Designer, and Cary Levenson, contractor, regarding the project. The project may be completed by June 30, 1982. Very little has taken place however.

5. Charleston Landscaping. Work is in the process of being done by Cary Levenson of the Valley Gardens, Inc. for the bid amount of $1,295.00 and is expected to be completed within two weeks.

6. Painting at Main Library. Painting was completed by L. S. Smithson for the bid amount of $4,470.00 plus a change order of $50.00. Total amount of project was $4,520.00.

Electric Generator for Mobilibrary. The Library Director also reported that bid opening was held in the Library Board Room on May 28, 1982 at 2:00 p. m. for the purpose of receiving bids for the Purchase and Installation of an Electric Generator in the Mobilibrary. The bids, listed from low to high, are as follows:

Nepco, Inc.	$3,160.00	
less trade-in	100.00	
Net		$3,060.00
Energy Systems, Ltd.	$4,564.24	
less trade-in	375.00	
Net		$4,189.24

After discussion, upon motion by Mr. Kauffelt, seconded by Mr. Fisher, it was unanimously

RESOLVED, That the low bid of $3,060.00 by Nepco, Inc. for electric generator and installation in Mobilibrary be accepted.

Motion carried.

Drapes. The Library Director reported that bid opening was held in the Library Board Room on June 1, 1982 at 3:00 p. m. for the purpose of receiving bids for the purchase and installation of drapes in the St. Albans Branch Library. The Director said that the specifications, prepared by Mr. Clarence Cook of Boll Furniture, called for flame-resistant fabrics. The bids, listed from low to high, are as follows:

Capitol Business Interiors	$ 684.72
Lawson's	807.60
Textile Mills Cloth Shop	843.25
Ted Keiffer and Company	997.00

Interior Design	1,238.30
Chandler's	1,248.00
Boll Furniture	1,312.70
Rose City Press	1,665.14

After discussion, upon motion by Mr. Kauffelt, seconded by Mr. Fisher, it was unanimously

RESOLVED, That the low bid of $684.72 by Capitol Business Interiors for drapes in the St. Albans Branch Library be accepted.

Motion carried.

Carpeting in St. Albans Library. The Library Director reported that bid opening was held in the Library Board Room on May 28, 1982 for the purpose of receiving bids for the purchase and installation of carpeting at the St. Albans Branch Library auditorium. The bids are listed below from low to high as follows:

Cedar Grove Furniture	$2,845.00
Arc Floor Covering	2,850.00
Capitol Business Equipment, Inc.	3,100.00
Contractor's Materials, Inc.	3,175.75
Lawson's Incorporated	3,642.85

The Library Director reported that the low bid was submitted by Cedar Grove Furniture at a sum of $2,845.00. Sample of the color of the carpet selected by the St. Albans Branch Library staff was shown. There was some discussion. Upon motion by Mr. Kauffelt, seconded by Mr. Fisher, it was unanimously

RESOLVED, That the low bid of $2,845.00 by Cedar Grove Furniture for the carpet installation at the St. Albans Branch Library be accepted.

Motion carried.

Personnel Committee. Dr. Bannerot, Chairman, reported that the Personnel Committee met on Tuesday, June 1, 1982 in the Library Board Room to discuss and consider the following:

1. Statement on Vacation
2. Statement on Sick Leave
3. Statement on Time Off/Compensatory Time
4. Memo on Special Holidays

Copies of these documents were included in the agenda mailing to Library Board members. Dr. Bannerot stated that the revised policies would make things a little tighter. He added that the statements are in line with other public sector organizations.

Dr. Bannerot reported that the Committee is recommending that the Library Board approve the Vacation, Sick Leave and Time Off/Compensatory Time Policy Statements, as drafted. Dr. Bannerot asked, on behalf of the Committee, that the Board authorize a poll of all full-time regular employees to determine the majority's preference for (1) three additional Vacation days in exchange for all Special Holidays (two in odd-numbered years and four in even-numbered years, thus averaging three days per year) or (2) continuing present policy of taking Special Holidays during the month in which each occurs. Dr. Bannerot asked, further, that the Board agree to abide by the majority vote, making appropriate technical changes in the language of the new Policy Statements.

There was some discussion on the Special Holidays. Dr. Bannerot and Mr. Stern spoke on the problem of scheduling.

After considerable further discussion, it was moved by Dr. Bannerot, seconded by Dr. Hairston, it was unanimously

RESOLVED, That the new Vacation, Sick Leave and Time Off/ Compensatory Time Policy Statements, as presented, be approved to become effective January 1, 1983; and

RESOLVED FURTHER, That the Board agrees to abide by the majority vote of the full-time Library Staff as to (1) adding three additional Vacation days in exchange for all Special Holidays (with elimination of the Special Holiday concept), or (2) continuing present policy of taking Special Holidays, including addition of Martin Luther King, Jr. Day, during the month in which each occurs.

Motion carried. It was understood that Board action on the first part of the motion would extend to technical language changes required in the Policy Statements if three additional Vacation days are "voted in" by staff.

Special Resources. Mrs. North, Chair, reported that the Special Resources Committee met on Tuesday, June 8, 1982 at 2:00 p. m. in the Library Board Room to consider a proposal formally authorizing the establishment of an independent, subordinate local "Friends of the Library" group at any Branch Library where there is local initiative and support for such a group. It was pointed out that a successful Friends group has already done much to help the Sissonville Branch Library. After discussion, upon motion by Mrs. North, seconded by Mr. Fisher, it was unanimously

RESOLVED, That the formation and operation of local "Friends of the Library" groups be authorized at any Library within the system where there is initiative and support for same under guidelines set forth in the June 9, 1982 "Kanawha County Public Library/Friends of the Library/Statement of Policy/A Proposal" as follows:

The Kanawha County Public Library Board of Directors recognizes the importance of community support for the continued success of this institution.

The Kanawha County Public Library Board of Directors encourages the establishment of a "Friends of the Library" group as a worthwhile community endeavor which would benefit both the Kanawha County Public Library system and its individual branches. "Friends of the Library", by definition, is an organization of committed people who recognize the importance of maintaining an active community library and are willing to work toward that goal.

The responsibility for establishing a "Friends" group and developing a policy statement concerning the organization and activities of the "Friends" resides with the Branch Library Board. The Branch Library Board may, at its discretion, choose to postpone the establishment of a "Friends" group within its service area or among its constituency.

The Branch Library Board and the Branch Librarian will counsel and sustain the "Friends" should a Branch Library Board choose to establish a "Friends" group.

"Friends" exist as an organized body separate from and subordinate to the Branch Library Board. "Friends" will have no authority in matters of library policy or operation.

The Kanawha County Public Library Board of Directors accepts the major purpose of the "Friends" as the establishment of a closer relationship between a library and the public it serves. "Friends" work on special projects approved by the appropriate Branch Library Board for the purpose of generating non-appropriated revenue. These funds may be used to enhance the programs and services offered by a library and to develop the community's awareness of that library's resources.

All funds secured by the "Friends" to enhance Branch Library needs, purposes and functions must be maintained separately and independently safeguarded.

Motion carried.

NEW BUSINESS

American Library Association Annual Conference. The Library Director reported that the Annual Conference of the American Library Association would be held in Philadelphia, Pennsylvania, July 8-13, 1982. Following discussion, upon motion by Mr. Kauffelt, seconded by Mrs. Smith, it was unanimously

RESOLVED, That four staff members be authorized to attend the American Library Association Annual Conference scheduled to be held in Philadelphia, Pennsylvania, on July 8-13, 1982 and that their expenses, not to exceed $2,900.00, be paid.

Motion carried.

Nominating Committee - Election of Officers. The President appointed Mrs. North, Chairman, Mrs. Gallian and Mrs. Rugeley to consider and to recommend nominations for the election of officers for fiscal year 1982/1983.

Remarks by Mr. Springer. After appointing the Nominating Committee, the President announced that he would not seek re-election for 1982/1983, having served as a Board Member since 1968 and as President of the Board since July 1, 1978. He thanked the Library Board Members for their support and their willing work on Committees during his term. He concluded by saying he had both learned and enjoyed during his term and that he would, as a Board Member, steadfastly support the new President.

Annual Meeting. The President announced that the Annual Meeting of the Library Board will be scheduled on July 2, 1982 at 2:00 p. m. in The John V. Ray Room. This is the date called for in the Library's Bylaws. All branch librarians, department heads and members of the Branch Library Boards will be invited.

Approval of Bills. The Library Director submitted Book Bills List No. 300 ($58,945.80) and General Bills List No. 300 ($51,218.38) duly certified and approved in accordance with the Bylaws, and on motion by Mr. Kauffelt, seconded by Mrs. North, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 298 ($933.05) duly certified and approved in accordance with the Bylaws and on motion by Mr. Kauffelt, seconded by Mrs. Smith, and

duly adopted, it was ordered that the bills set out on the said list be paid.

There being no further business, the meeting on motion adjourned.

President

Assistant Secretary

MINUTES OF ANNUAL MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JULY 2, 1982

The Annual Meeting of the Board of Directors of the Kanawha County Public Library was held on Friday, July 2, 1982 at 2:00 p. m. in The John V. Ray Room of the Library.

The following members were present:

Mr. Springer
Dr. Bannerot
Mrs. Gallian
Mrs. Glasser
Mrs. North
Mr. Ray
Mrs. Rugeley
Mr. Santrock
Mrs. Smith
Dr. Wallace

Also present was Mr. Nicholas Winowich, Library Director and Mr. Stern, Assistant Library Director.

Mr. Springer welcomed Presidents and members of the Branch Library Boards, branch Librarians, department heads and staff.

Mr. Springer, President, presided. The Library Director served as Secretary. The Secretary reported that a quorum was present.

The Library Director read the notice of Special Meeting which had been mailed in accordance with the Bylaws.

The minutes of the June 9, 1982 meeting were approved.

Library Director's Annual Report.

Welcome: Library Staff. The Library Director introduced heads of departments and staff members present. They were:

Ruth Figgatt - Chief, Catalog Librarian
Jo Ellen Flagg - Chief, Extension Librarian
Kathleen Whalin - Chief, Children's Librarian
James Thomas - Building and Grounds

Jean Andrews - Librarian, Clendenin Public Library
Linda Hill - Branch Librarian, Elk Valley
Peggy Karkos - Branch Librarian, Cross Lanes
Frances Paxton - Librarian, Nitro Public Library
Daisy Stemple - Branch Librarian, Sissonville
Steve Crowley - Branch Librarian, Dunbar

All of the above spoke briefly about their department's/branch's functions, purposes, programs and services. Questions and comments followed.

Afterwards, copies of the "Mini Annual Report: 1981/1982 Some Reflections" were distributed and highlights noted:

Staff Recognition of Service over 25 years: Lorena Ammar, (37); Frances Gerard, (28); Ruth Figgatt, (30); and Mae Thomas, (28).

Harry A. White. St. Albans Conference Room renamed the Harry A. White Room in recognition of Harry A. White who served the St. Albans Branch Library Board for 25 years as Member and Treasurer.

Gifts. Kanawha Banking and Trust Charitable Trust and Hotel Kanawha Company contributed $1,500.00 each toward the new exterior lighting project.

Do The Charleston. New game in town developed and promoted by the Charleston Regional Chamber of Commerce. Kanawha County Public Library was represented.

Friends of the Library. The Library Board of Directors authorized the establishment of a Friends of the Library group at any Branch Library or at the Main Library.

Reports of Committees.

Budget Committee. Dr. Wallace reported that Kanawha County Public Library owns one Certificate of Deposit for $200,000.00 purchased from the Kanawha Valley Bank on June 29, 1982, at 14.01%, which will earn $1,074.74 interest when it matures on July 13, 1982. A Certificate of Deposit for $150,000.00 will be purchased on July 13, 1982 to mature on August 3, 1982. A Certificate of Deposit for $220,000.00 will be purchased on July 27, 1982 to mature on

August 3, 1982. A Certificate of Deposit for $340,000.00 will be purchased on August 3, 1982 to mature on August 10, 1982.

Nominating Committee.

Election of Officers. Mrs. North, Chair, Nominating Committee, reported that the Nominating Committee nominates the following persons for the offices indicated for the fiscal year beginning July 1, 1982 and ending June 30, 1983.

President	- Dr. William J. L. Wallace
First Vice-President	- Mrs. Helen Smith
Second Vice-President	- Mr. John L. Ray
Secretary	- Nicholas Winowich
Treasurer	- Nicholas Winowich
Assistant Secretary	- Joel Stern
Assistant Treasurer	- Joel Stern

Dr. Bannerot moved, Mrs. Glasser seconded that the nominations of the office of President be closed. The motion carried.

Dr. Bannerot moved, Dr. Wallace seconded that the nomination for the office of the First Vice-President be closed. The motion carried.

Mrs. Smith moved, Dr. Wallace seconded that the nominations for the office of the Second Vice-President be closed. The motion carried.

Upon motion of Mrs. North, seconded by Mrs. Rugeley, it was moved that the slate of officers as presented by the Nominating Committee be accepted by acclamation. Motion carried.

Mr. Springer declared the new officers duly elected and turned the Chair over to Dr. Wallace.

After taking the Chair, Dr. Wallace thanked the Board for the privilege of serving as Library Board President. He added that, in accepting the honor, he knew he was also accepting the considerable responsibilities of the office. He concluded his remarks with an expression of gratitude to Mr. Springer for the leadership, service and inspiration he had shown as President.

Dr. Wallace then presented Mr. Springer, on behalf of the Library Board of Directors, a tray bearing the following inscription:

KANAWHA COUNTY PUBLIC LIBRARY

DONALD F. SPRINGER

PRESIDENT

1978-1982

Dr. Bannerot moved, Mr. Santrock seconded, the adoption of a resolution of tribute to Mr. Springer:

DONALD F. SPRINGER

WHEREAS, Donald F. Springer completes his term as President of the Kanawha County Public Library Board of Directors; and

WHEREAS, Our dear Friend and Colleague, whose term of office began July 1, 1978, has served as President with grace, dignity, diligence and skill; and

WHEREAS, Donald F. Springer served as a dedicated member of the St. Albans Library Board for many years, often spearheading the successful St. Albans Town Fair to the substantial benefit of the St. Albans Library and Community; and

WHEREAS, Donald F. Springer was elected to the Kanawha County Public Library Board of Directors in September, 1968 and has served on several committees and as an elected officer of the Library Board; and

THEREFORE, BE IT RESOLVED, That we extend our thanks and appreciation to Donald F. Springer for his leadership achievements in the Presidential tradition of John V. Ray, A. Guy Stone, L. K. Lovenstein and Walter F. Snyder; and

RESOLVED FURTHER, That the resolution be spread upon the minutes of this meeting for a permanent record and that a copy be sent to our dear friend and colleague.

The motion carried.

Building and Grounds Committee. Mr. Santrock, Chairman, asked the Library Director to report on work being done at St. Albans. The Library Director reported, as follows:

> Carpeting at St. Albans. The job was completed except for a small amount of finish work which will be finished soon.
>
> Draperies at St. Albans. Work will start as soon as the contractor receives the specified fabric from his supplier.

Personnel Committee. Dr. Bannerot, Chairman, reported that Ms. Victoria L. Crosson has been hired as Librarian I, Step 1, effective July 1, 1982, at $13,836 per year. She will be the Children's Coordinator in the Extension Department. Ms. Crosson, a North Carolina resident, has completed her classroom work at the School of Library Science, University of North Carolina at Chapel Hill, and will receive her MLS degree in December 1982. Ms. Crosson was one of several candidates interviewed by a special search committee composed of Ms. Flagg, Ms. Leasure, Ms. Risacher, Mrs. F. Martin and Mrs. Lee.

Dr. Bannerot reported that Ms. Teresa Tower has been hired as Librarian I, Step 1, effective July 1, 1982 at $13,836 per year. She will be the Assistant Children's Librarian in the Main Library's Children's Department. Ms. Tower, a Michigan resident, has her 1982 MLS degree from Western Michigan University, School of Librarianship. Ms. Tower was one of several candidates interviewed by a special search committee composed of Ms. Whalin, Mrs. Stebbins and Mr. Stern.

Dr. Bannerot concluded by reporting that Mrs. Sylvia Newman has been hired as Librarian I, Step 3, effective July 26, 1982, at $15,132 per year. She will be a Reference Librarian at the Main Library. Mrs. Newman, a Charleston, West Virginia resident, has her 1976 MLS degree from University of Kentucky, College of Library Science. Mrs. Newman was one of several candidates interviewed by a special search committee composed of Ms. J. Martin, Ms. Gerard and Mr. Stern.

Approval of Bills. The Library Director submitted Book Bills List No. 301 ($16,215,32) and General Bills List No. 301 ($26,442.13) duly certified and approved in accordance with the Bylaws, and on motion by Mr. Santrock, seconded by Mrs. North, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 299 ($261.31) duly certified and approved in accordance with the Bylaws and on motion by Mr. Santrock, seconded by Dr. Bannerot, and duly adopted, it was ordered that the bills set out on the said list be paid.

There being no further business, the meeting on motion adjourned.

President

Assistant Secretary

NO ANNUAL REPORT WAS SUBMITTED FOR 1981/1982